

Punctuation Marks:

Add the correct punctuation mark(s) to the following sentences.

1. Carol Frank Jack and Mel who are my friends decided to have a party.
2. On July 18 2011 in Frankfort Kentucky the new building was dedicated.
3. Even though we knew the directions we got lost because of the detour.
4. We got lost because of the detour even though we knew the directions.
5. Erin plans on arriving tomorrow however Sam won't arrive until next week.
6. We will however make a hiring decision next week.
7. The car needs new tires and it needs a new battery.
8. The car needs new tires and a battery.
9. The door to door solicitor was very persistent.
10. The womens umbrellas were stored in the closets and the cabinets.

Choose the correct word in the following sentences.

1. We kept asking (who's/whose) coat was on the chair.
2. We will not (accept/except) any payment for the service.
3. Jon was (real/really) tired after the marathon.
4. The jury was ready with (its/their) decision.
5. Everyone was glad to have (his/her...their) own work space.
6. Lester and (I/me/myself) were the last people to leave.
7. Please let (I/me/myself) know what time your plane will arrive.
8. The last time I (seen/saw) her, she wearing a red coat.
9. I have (laid/lain) on the beach for two hours..
10. I'll arrive at about 10:00 a.m., so please wait (on/for) me.

Punctuation Marks:

Correct the errors in the following sentences. (Some of the sentences may have more than one error, and more than one correct revision is possible).

1. While waiting on a customer, the phone rang six times.
2. I like to sleep, to eat, and go hiking in my spare time.
3. How long did you live in the east?
4. The trees around the hills is in full bloom.
5. Marie and me voted for him we liked his views.
6. The 3 tables fourteen chairs and 25 cabinets were loaded in the truck.
7. All along the street needed to be widened.
8. My next scheduled meetings are: Tuesday Thursday and Friday,
9. The meeting has been scheduled, the speakers have been confirmed.
10. Joe said, "We will have to work late to meet the production goal".

Punctuation Marks:

Add the correct punctuation mark(s) to the following sentences.

1. Carol, Frank, Jack, and Mel, who are my friends, decided to have a party.
Separate items in a series with commas and set off nonrestrictive clauses with commas.
2. On July 18, 2011, in Frankfort, Kentucky, the new building was dedicated.
Separate the day from the year and the year from the rest of the sentence with commas; separate the city from the state and the state from the rest of the sentence with commas.
3. Even though we knew the directions, we got lost because of the detour.
Set off the dependent clause from the independent clause if the dependent clause is at the beginning of the sentence.
4. We got lost because of the detour even though we knew the directions.
This sentence is correct without any punctuation marks because the dependent clause is at the end of the sentence.
5. Erin plans on arriving tomorrow; however, Sam won't arrive until next week.
A semicolon followed by an adverbial conjunction and then a comma separates the independent clauses in this compound sentence.
6. We will, however, make a hiring decision next week.
Place commas around the transitional word. This is a simple sentence.
7. The car needs new tires, and it needs a new battery.
Place a comma before the coordinating conjunction in this compound sentence.
8. The car needs new tires and a battery.
This sentence needs no punctuation. This coordinating conjunction separates two nouns.
9. The door-to-door solicitor was very persistent.
Use hyphens to connect the adjectival phrase immediately modifying solicitor.
10. The women's umbrellas were stored in the closets and the cabinets.
Use an apostrophe after women to show the umbrella ownership. All the other words are plural.

Punctuation Marks:

Choose the correct word in the following sentences.

1. We kept asking (who's/**whose**) coat was on the chair.
Whose is the possessive case pronoun; who's is the contraction for who is.
2. We will not (**accept**/except) any payment for the service.
Accept is the verb meaning to take.
3. Jon was (real/**really**) tired after the marathon.
Tired is an adjective describing Jon; really describes how tired. Adverbs modify adjectives (and have "ly" endings).
4. The jury was ready with (**its**/their) decision.
Jury is a collective noun; here it is a singular because it acted together, so it needs the singular reference.
5. Everyone was glad to have (**his/her...their**) own work space.
Everyone is the singular antecedent; it needs a singular pronoun.
6. Lester and (I/me/myself) were the last people to leave.
The sentence needs a subject (who were the last people to leave--Lester and ?), so a subjective case pronoun is necessary.
7. Please let (I/me/myself) know what time your plane will arrive.
Let is an action verb, and action verbs take objects. An objective case pronoun is necessary.
8. The last time I (seen/**saw**) her, she wearing a red coat.
See, Saw, Seen...no helper is used in the sentence, so the past tense irregular verb is needed.
9. I have (laid/**lain**) on the beach for two hours.
Lie, Lay, Lain--these mean recline. (Laid means to place something)
10. I'll arrive about 10:00 a.m., so please wait (on/**for**) me.
You are not being asked to serve anyone.

Punctuation Marks:

Correct the errors in the following sentences (some of the sentences may have more than one error, and more than one correct revision is possible).

1. While waiting on a customer, the phone rang six times. **Dangling modifier.**
While I was waiting on a customer, the phone rang six times.
I heard the phone ring six times while I was waiting on a customer.
2. I like to sleep, to eat, and go hiking in my spare time. **Not parallel**
I like to sleep, to eat, and to hike in my spare time.
I like sleeping, eating, and hiking in my spare time.
3. How long did you live in the east? **Used as proper noun--a location.**
How long did you live in the East?
4. The trees around the hills is in full bloom. **Lacks agreement of number between the subject (trees) and the verb (is/are)**
The trees around the hills are in full bloom.
5. Marie and me voted for him we liked his views. **Incorrect pronoun case--a subjective pronoun is needed for the compound subject. Also, the run-on sentence needs to be corrected.**
Marie and I voted for him; we liked his views.
Marie and I voted for him. We liked his views.
Marie and I voted for him, since we liked his views.

6. The 3 tables fourteen chairs and 25 cabinets were loaded in the truck. **Series of like numbers need to be consistent. Commas need to separate the items in the series. The 3 tables, 14 chairs, and 25 cabinets were loaded in the trucks.**
7. All along the street needed to be widened. **Punctuation is needed for clarity. All along, the street needed to be widened.**
8. My next scheduled meetings are: Tuesday Thursday and Friday, **A colon is not used after a verb. Commas are needed to separate items in a series. My next scheduled meetings are Tuesday, Thursday, and Friday. My next scheduled meetings are on the following days: Tuesday, Thursday, and Friday.**
9. The meeting has been scheduled, the speakers have been confirmed. **A comma is too weak to separate two compound sentences. The meeting has been scheduled; the speakers have been confirmed. The meeting has been scheduled, and the speakers have been confirmed. The meeting has been scheduled. The speakers have been confirmed.**
10. Joe said, "We will have to work late to meet the production goal". **The period goes inside the ending quote marks (periods and commas inside the quote marks) Joe said, "We will have to work late to meet the production goal."**