End Marks

**22a.** A statement (or declarative sentence) is followed by a period.

**22b.** A question (or interrogative sentence) is followed by a question mark.

**22c.** An exclamation (or exclamatory sentence) is followed by an exclamation point.

**22d.** A command or request (or imperative sentence) is followed by either a period or an exclamation point.

| STATEMENT | Yo-Yo Ma is a renowned cello player. |
| QUESTION | Can we get tickets for the Saturday concert? |
| EXCLAMATION | Wow! What a fine musician he is! |
| COMMAND | Please take your seats. [request] |
| | Stop making that noise! [strong command] |

**EXERCISE A** Add periods, question marks, and exclamation points where they are needed.

**Example 1.** Can you give me change for a ten?

1. Where are you going on vacation this summer
2. Otto Persky asked for a recount of the votes
3. Address this letter to your grandmother
4. She lives on Mulberry Lane, next to my aunt
5. Watch out for that truck
6. Roberto yelled for help
7. What time does the bus from Detroit arrive
8. Is that convenient for you
9. What a beautiful sunset
10. The package weighed twice as much after being wrapped

**EXERCISE B** In the following sentences, add end marks where they are needed.

**Example 1.** Discuss the role of Chinese Americans in U.S. culture.

11. Chinese Americans have made important contributions to our society
12. What a fine program Connie Chung presented
13. Maya Lin designed the Vietnam Veterans Memorial
14. Have you heard about buildings designed by the architect I. M. Pei
15. I like the East Building of the National Gallery of Art
Abbreviations A

Use a period after certain abbreviations.

An abbreviation is a shortened form of a word or word group. Abbreviate given names only if the person is most commonly known by the abbreviated form of the name.

1. Abbreviate social titles whether used before the full name or before the last name alone.
2. You may abbreviate civil and military titles used before full names or before initials and last names. Spell such titles out before last names used alone.
3. Abbreviate titles and academic degrees that follow proper names.

**EXAMPLES**

- J. Alfred Prufrock
- R.H.D. Goldberg
- Ms. Markham
- Dr. Allison Kohari
- Gov. Aleda D. Williams
- Governor Williams
- Harvey Matthews, M.D.
- Martin Weil, Jr.

**EXERCISE A** For each abbreviation below, add periods where necessary.

**Example 1.** Prof. C. S. Blyth

1. Mr Binti
2. Gen P Worthington
3. Robert James, Sr
4. Rafael Sanchez, MD
5. Dr Mary Frances

**EXERCISE B** For each item below, underline any words that have abbreviation errors. On the line provided, write the abbreviation correctly.

**Example** ________ Jr. ________ 1. Randolph Emerson, Junior

6. the writer WEB DuBois
7. Sen Kassebaum
8. Gen Carns
9. Mister Campbell
10. E B White
11. Col Adam Schroeder
12. Winton Reynolds, Sr
13. Dr Hope Morgan
14. Mrs Darrold Smith
15. Jeffrey Hellmer, Medical Dr
Abbreviations B

An acronym is a word formed from the first (or first few) letters of a series of words. Acronyms are written without periods.

**EXAMPLES**
- UCLA University of California at Los Angeles
- SPCA Society for the Prevention of Cruelty to Animals

After spelling out the first use of the names of agencies and organizations, abbreviate these names and other things commonly known by their acronyms.

**EXAMPLES**
- New Hope Education and Placement Center (NHEPC) is located downtown.
- The goal of NHEPC’s staff is to train its students in Common Business-Oriented Language (COBOL) programming and then provide job placement services.

**EXERCISE A** For each of the following sentences, underline the words that are commonly written as acronyms and write the acronym on the line provided.

**Example** 

1. Frederick joined the United States Air Force.

_____ 1. We installed a new sound card in the central processing unit.

_____ 2. Our class has just learned about the Central Intelligence Agency.

_____ 3. The University of New Orleans libraries are excellent.

_____ 4. Did you buy more random-access memory for your computer?

_____ 5. The Food and Drug Administration provided helpful statistics.


_____ 7. Jeanette contacted Housing and Urban Development for information on area housing.

_____ 8. Forrest wanted to work for the Federal Bureau of Investigation.


_____ 10. Courtney spoke to the class about the American Medical Association.

**EXERCISE B** Consult a dictionary or a book of acronyms and abbreviations to find out what the following acronyms represent. Write the words on the line provided.

**Example**

1. HTML Hypertext Markup Language

11. NAFTA ____________________________

12. AAA ____________________________

13. URL ____________________________

14. MADD ____________________________

15. SAT ____________________________
Abbreviations C

Use a period after certain abbreviations.

You may abbreviate the following kinds of words in tables, notes, bibliographies, and letter and envelope addresses: names of states and other political units, names of months and days, words in an address, and names of units of measurement. Spell out such words in regular text.

<table>
<thead>
<tr>
<th>REGULAR TEXT</th>
<th>ABBREVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lincoln, Nebraska</td>
<td>Lincoln, Nebr. or Lincoln, NE 68502</td>
</tr>
<tr>
<td>millimeters per inch</td>
<td>mm per in.</td>
</tr>
</tbody>
</table>

Abbreviate the era designations **A.D.** (*anno Domini*) and **B.C.** (*before Christ*) and the time designations **A.M.** (*ante meridiem*) and **P.M.** (*post meridiem").

**EXAMPLES**

- 3000 B.C.
- 814 the ninth century A.D.
- 7:00 A.M.
- 1:30 P.M.

**EXERCISE A**

Above each underlined item below, correctly abbreviate or spell out the underlined word or word group.

**Example 1.** 1 teaspoon cinnamon

1. Who led the Germanic tribes during the third century **anno Domini**?
2. The store is located on Fifth Ave. in New York City.
3. Have you ever been to Minneapolis, Minn.?
4. Ngo and Lawanda met us at 8:30 **post meridiem** in front of the auditorium.
5. In 532 A.D., a monk created a system for recording dates.
6. We had always wanted to tour the coast in the San Diego, Calif., area.
7. Ned ran five mi. today to prepare for tomorrow’s benefit run.
8. First, Jacy poured three pts of water into a two-quart kettle.
9. 3402 Harwell Street, Austin, Texas 78705
10. The brochure stated, “Trains depart on the hr. and the half hr. every day.”

**EXERCISE B**

On the lines provided, write the abbreviated versions of the following word groups.

**Example 1.** Starkville, Mississippi  Starkville, MS

11. two ounces of lime juice
12. 107 North Bear Avenue
14. Houston, Texas
15. 1190 before Christ
Abbreviations Review

Use a period after certain abbreviations.

**EXAMPLES**
- Mr. Luther F. Rogers, Jr.
- Valentine Ct.
- Sen. Lindy Boggs
- 1000 B.C.
- New Orleans, La.
- 12 ft 7 in.

**EXERCISE**
For each of the following sentences, cross out each abbreviation error and write the correct abbreviation or the entire expression above it.

**Example 1.** Our new family doctor is Jeanine Attaway, Medical Doctor.

1. The first specialized breed of dairy cattle, the Holstein, was produced in Europe around 100 before Christ.
2. The conference will be held in Tucson, Ariz.
3. Last Wed., NASA announced the launching of a new space shuttle.
4. The speed limit on several local roads was reduced to 30 m.p.h.
5. 6 ft., 3 in. (item in a table of measurements)
6. Many Roman homes built in the first few centuries anno Domini had elaborate courtyards.
7. Martina wrote a book report on Out of the Silent Planet by C S Lewis.
8. The delegates will meet in S. America for the next summit.
10. The newspaper reported that the marathon runners were exhausted after over twenty-six mi. of running.
11. Gen. Booker received the memo this morning.
12. The tourists’ plane arrived in NY City.
13. Mr. Granholm will build the new office building on Cedar Street.
14. The conference session on learning lasted for only one hr.
15. The gardening expert who will speak to our class is Mister Eddie Cochran.
16. The new plants grew three in. in a week.
17. Mr. Samuel Jefferson, Junior, will arrive by plane tomorrow morning.
18. The beaches of Calif. attract many tourists throughout the year.
19. The information in this computer book is nearly five yrs. out-of-date.
20. Baton Rouge, La. 70808 (address line on an envelope)
Commas: Items in a Series

Use commas to separate items in a series.

**EXAMPLES**
- Items of folk art are often discovered in closets, attics, and barns. [words]
- Our exhibit has encouraged people who tell stories, who sew quilts, and who carve toys to share their talents. [clauses]

1. If all items in a series are joined by *and*, *or*, or *nor*, do not use commas to separate them.
   **EXAMPLE** Diamonds or flowers or stars are good designs for a beginner.

2. Short independent clauses may be separated by commas.
   **EXAMPLE** Plan your design, collect scraps, and seek good advice.

3. Use commas to separate two or more adjectives preceding a noun.
   **EXAMPLE** See the loud, bright colors in her design!

**EXERCISE A**
Insert commas where they belong in the following sentences.

**Example 1.** Please bring your rulers, calculators, and workbooks.

1. Do you use relish mustard and mayonnaise?
2. Uncle Hugo likes large colorful flowers in his garden.
3. Rita plays the piano, writes songs, and sings in a choir.
4. She gave a concert at noon, signed autographs at three, and visited the museum at nine.
5. The council voted to buy a firetruck, to hire a police captain, and to build a water tower.
6. Miami, Orlando, and Tampa are three Florida cities.
7. Have you noticed that Tom cleans the house, cooks the meals, and washes the dishes?
8. Fabian made a nutritious salad with tuna, carrots, beans, and macaroni.
9. Are those the old ragged clothes from the attic?
10. Men, women, and children pay the same ticket price.

**EXERCISE B**
Insert commas where they belong in the following paragraph.

**Example 1** Old quilts, thick pottery, and wooden ware are examples of folk art.

11. Needlework quilts and toys are parts of the new exciting exhibit. 12. Short interesting biographies are also provided. 13. Elizabeth, a girl in the 1700s, studied music, spoke French, and did needlework. 14. Her name, her birthday, and her school’s name are sewn into a sampler. 15. As she sewed, Elizabeth practiced the alphabet, learned to spell, made up verses, and showed her artistic ability.
Commas with Independent Clauses

Use a comma before and, but, for, nor, or, so, or yet when it joins independent clauses.

**EXAMPLES**

Marina must pass the test, or she’ll have to repeat the course.

Somebody suggested a tutor, but she wanted to consult her teacher.

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**EXERCISE A** Insert commas where they are needed in the sentences below.

**Example 1.** The play received a poor review, yet it was a success.

1. We have less leisure time for we’re busy with household chores.
2. Sonya carries out trash and Lionel does laundry.
3. One day she left the door open and the cat slipped out of the house.
4. We had no idea where to search nor did we have the time.
5. Did you look in the shed or did you check the neighbor’s garage?
6. Jake followed the recipe yet the spaghetti was too spicy.
7. Three of us ate it but Lionel refused.
8. Jake’s not a great cook but we decided not to hurt his feelings.
9. Maybe Dad will take time off or Grandma will agree to come.
10. How we appreciate Mom and how we miss her!

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**EXERCISE B** For each of the following sentences, add commas where necessary. If the sentence is already correct, write C on the line provided.

**Example ______ 1.** Roberto doesn’t enjoy singing, nor does he enjoy dancing.

______11. Joel understands French but he doesn’t write it well.
______12. Kimberly will go with her family to Vermont or she will attend summer camp.
______13. Rebecca wanted to do well in her piano recital so she practiced for an hour every day.
______14. Stephen or Karl will water the plants and feed the dog while we are away.
______15. Solomon studies the Torah every night for his bar mitzvah will take place next month.
______16. Pierre enjoys science fiction films, yet he doesn’t like mysteries or thrillers.
______17. Teresa wants to be a biomedical engineer so she is taking extra science classes.
______18. Will your class be working on the bulletin board or will you be decorating the gym?
______19. Kerri isn’t in the math club nor is she in the chess club.
______20. Ryan and Bob joined the ensemble and both boys will be playing the violin.
Commas with Nonessential Clauses and Phrases

Use commas to set off nonessential subordinate clauses and nonessential participial phrases.

A **nonessential** (or **nonrestrictive**) clause or participial phrase adds information that is not necessary to the main idea in the sentence.

**EXAMPLES**
- Dr. Laker, who drives a yellow van, is his advisor. [nonessential clause]
- My brother, hoping to get a job, requested an interview. [nonessential phrase]

When a clause or phrase is necessary to the meaning of a sentence—when it tells *which one(s)*—the clause or phrase is **essential** (or **restrictive**), and commas are not used.

**EXAMPLES**
- The girl who won third place is my teammate. [essential clause]
- The jogger wearing the red shirt came in first! [essential phrase]

**EXERCISE A**  Identify each underlined phrase or clause in the sentences below by writing above it *E* for **essential** or *NE* for **nonessential**. Insert commas where they are needed.

**Example 1.** The coconut, which is a remarkable gift of nature, grows on palm trees.
1. Would you like to meet some people who pick coconuts for a living?
2. The climbers all of whom wear loops around their ankles look like acrobats.
3. Who is the climber who just reached the top?
4. Isn’t he the person who gave us directions?
5. Dried coconut meat which is called copra is used for many products.
6. Coconut shells once cleaned and polished are carved into bowls, cups, or spoons.
7. I would like to have some cups and bowls that are made from shells.
8. Have you seen any stands that sell those items?
9. When my meeting is over, I plan to buy a few items made from shells.
10. My family who will meet me at the airport will be pleased with the gifts.

**EXERCISE B**  Add or delete commas as needed in the following sentences.

**Example 1.** Our drama teacher, whom we admire greatly, will be here soon.
11. Sri Lanka which is a country, in Southeast Asia has coconut trees.
12. What happens to the coconut fibers, that are ground up?
13. Made from the meat of the coconut candles and soap are important byproducts.
14. One of the shirts, that I bought, has buttons made from coconut shells.
15. This hat that I like, has been made from natural and dyed coconut fiber.
Commas After Introductory Elements

Use commas after certain introductory elements.

1. Use a comma to set off a mild exclamation such as well, oh, or why at the beginning of a sentence. Other introductory words such as yes and no are also set off with commas.

   EXAMPLES
   - No, I'm not busy tonight.
   - Well, let's ask Su Ling to come along.

2. Use a comma after an introductory participial phrase.

   EXAMPLE
   - Jogging along her usual path, Eloise was caught by surprise.

3. Use a comma after two or more introductory prepositional phrases or after a long one.

   EXAMPLE
   - At the side of the road, she came upon a furry creature.

4. Use a comma after an introductory adverb clause.

   EXAMPLE
   - Whenever I go to the bank, I stop at my aunt's office.

EXERCISE A
Add commas where necessary in the following sentences.

Example: 1. Before we go to the park, let's have a snack.

1. Lying on the ground Roberto admired the clouds in the sky.
2. In the corner of the room Julie found her lost earring.
3. Why I have always appreciated a good joke!
4. Even though Cynthia and Leslie were late they didn't miss the beginning of the play.
5. Toward the back of the closet Nancy noticed a bright, shiny object.

EXERCISE B
Underline the introductory element in each of the following sentences. Then, add commas where necessary.

Example: 1. During the course of this project, we will see many interesting things.

6. Yes I know that Alexa Canady is a neurosurgeon.
7. At the age of twenty-six she became a neurosurgeon.
8. Why what an incredible accomplishment!
9. In her junior year of college she decided to become a doctor.
10. Oh when did she decide on her specialty?
11. According to a recent interview that incident happened a few years later.
12. Planning her career Dr. Canady was sure she wanted to work with children.
13. Well isn't the branch of medicine dealing with children called pediatrics?
14. Yes she is a pediatric neurosurgeon.
15. After she set her goals Alexa Canady was determined to succeed.
Commas with Interrupters

Use commas to set off elements that interrupt the sentence.

(1) Nonessential appositives and nonessential appositive phrases should be set off with commas.
   
   EXAMPLE  Dr. Okimo, the new P.T.A. president, asked parents to become active.

(2) Words used in direct address are set off by commas.

   EXAMPLE  Greta, please hang up your jacket.

(3) Parenthetical expressions (side remarks that add information or relate ideas) are set off by commas.

   EXAMPLE  Paulie, on the other hand, wanted to lead the parade.

EXERCISE A  Add commas where they are needed in the following sentences.

Example 1. Your dinner, Alexandra, is getting cold.

1. The cheerleading squad not the football players will greet the visitors.
2. To tell the truth we didn’t expect them until next week.
3. Althea will you introduce the speakers?
4. The new uniforms I believe will be arriving soon.
5. Please take charge of the distribution Eugene.
6. To be perfectly honest I did not like that movie at all.
7. Do you think Ted that the package will arrive today?
8. The Blanchards our new neighbors have just built a deck.
9. Nevertheless we still intend to go to the mountains this weekend.
10. I need to know by tomorrow whether you are coming to the concert Judy.

EXERCISE B  Underline the appositive phrases in the following sentences, and add commas where necessary.

Example 1. We looked forward to visiting Belgium, the next stop on our tour.

11. Belgium a small country in Europe has two official languages.
12. Dutch a Germanic language is spoken by those in the northern part of Belgium.
13. The people in the southern part the Walloons speak French.
14. Some signs in Brussels the capital city are in both languages.
15. Many Belgians adults and children know more than one language.
Comma Review A

22f. Use commas to separate items in a series.

22g. Use a comma before and, but, for, nor, or, so, or yet when it joins independent clauses.

22h. Use commas to set off nonessential subordinate clauses and nonessential participial phrases.

22i. Use commas after certain introductory elements.

22j. Use commas to set off elements that interrupt the sentence.

EXAMPLES

Our collection includes pop, mariachi, rhythm and blues, and hip-hop music.
Bill bathed the dog and the cat hid under the bed.
Tim, hoping to make the swim team, practiced every day.
If you see smoke, you know there is a fire.
Harrison Ford, my favorite actor, stars in that new movie.

EXERCISE A Add commas where they are needed in the following sentences.

Example 1. We packed jackets, a tent, cooking gear, and our food.

1. For our garden, Rob pulled weeds Gabbi planted vegetables and I added mulch.
2. The main agenda items which are listed on the chalkboard will be covered first.
3. In case you were wondering Christa will be reading the part of Juliet.
4. Ports for a modem video and sound cards and a printer are found on most computers.
5. Wow our relay team is good but would you look at the way they are running now!
6. The weather for the final day of the golf tournament was breezy mild and beautiful.
7. Should we distribute the ballots or would you prefer that we wait a little longer?
8. Gathering the bundles of magazines Ben and I prepared to visit the nursing home.
9. Neither the small black foreign sports car nor the oversized blue van was ours.
10. By the end of the year our new company Equipment Rentals expects business to double.

EXERCISE B Add or delete commas as necessary in the following sentences.

Example 1. When Tom and Blanca reached the top of the hill, they witnessed a beautiful sunset.

11. Searching for a new house packing our belongings and cleaning the house took a lot of time.
12. Our guide dogs carefully trained over a period of several months were ready to be placed.
13. Those two cowboys whose saddles look new have worked at the ranch for many years.
14. Over the cupboard, in the corner of the kitchen you’ll find the picnic basket.
15. The students who were receiving awards, were told to come half an hour early.
Conventional Uses of Commas

22k. Use commas in certain conventional situations.

(1) Use commas to separate items in dates and addresses.
   EXAMPLE Aunt Virginia was born on June 15, 1943, in France.

(2) Use a comma after the salutation of a friendly letter and after the closing of any letter.
   EXAMPLES Dear Magdalena, Sincerely yours,

(3) Use commas to set off abbreviations such as Jr., Sr., or M.D. when they follow persons’ names.
   EXAMPLE Is Alex M. Jorgensen, Jr., here?

EXERCISE A Add commas where needed in the following letter.

Example June 5, 2001

Dear Uncle Roy

My, what an eventful month our family is having! We have good news and bad news. The good news is that Mom is now Jessie C. Hilton Ph.D. The bad news is that we’re moving, for she has a new job in Kentucky. Our house is for sale now. We think it will sell quickly because the location at 1706 Madison Avenue Ames Iowa is near the schools. Our new address will be 552 Larchmont Road Louisville KY 40232. We will be in Kentucky as of July 10 2001 so please write to us there.

Your nephew

Harold

EXERCISE B Add commas where necessary in each of the following sentences.

Example 1. Composer Ludwig van Beethoven was born on December 16, 1770, in Germany.

1. The company moved its offices to Seattle Washington.
2. Uncle Leo moved to the United States on July 4 1948.
3. We learned that David Feldman Ph.D. became the company president.
4. Their first son was named Marc Divine Jr.
5. Next summer, we will visit our grandparents in Lincoln Nebraska.
6. We moved into our new home on February 23 2000.
7. The lecture on wildlife was given by Marvin Goosner Ph.D.
8. Scott McIntosh M.D. will visit our school next week.
9. These souvenirs are from Biloxi Mississippi.
10. The couple celebrated their first anniversary on June 14 1999.
Unnecessary Commas

EXERCISE A  Add or delete commas as needed in the following sentences.

Example 1.  Obviously, most students care about their school, yet few of them belong to the Booster Club.

1. Tomorrow, Hans and Sally, will present a short scene, from their skit.
2. They will use their script, costumes and props to illustrate, train travel today.
3. More people, these days it seems, are planning train trips.
4. Nowadays train fares are more affordable, than they were at one time.
5. What should people, who are in a hurry, do to reach their destination?
6. A trip by rail, of course takes longer, than one by air.
7. Moreover getting to the airport, or driving in highway traffic can be, a hassle.
8. Railroad stations are, usually in the center, of a city I believe.
9. The main station, in our city for example, is in the downtown area.
10. Therefore it is a simple matter of a convenient, bus ride to the train depot.

EXERCISE B  For each of the following sentences, add or delete commas as needed.

Example 1.  At any rate, I want to celebrate my birthday with you and Tim, Mary.

11. We listened carefully to the flutes oboes and clarinets.
12. People, who drive too fast, endanger the lives of others.
13. The entire class did well on the final exam so they had a celebration dinner.
14. All of the hypotheses in fact were proven to be viable.
15. I have been looking for a book, about the life cycle of butterflies.
Comma Review B

- Use commas to separate items in a series.
- Use a comma before and, but, for, nor, or, so, or yet when it joins independent clauses.
- Use commas to set off nonessential subordinate clauses and nonessential participial phrases.
- Use commas after certain introductory elements.
- Use commas to set off elements that interrupt the sentence.
- Use commas in certain conventional situations.
- Do not use unnecessary commas.

**EXERCISE A** Add commas where needed in the following sentences.

**Example 1.** Marco, who turns sixteen tomorrow, will soon get his driver’s license.

1. Samuel will bring the food and Laura and Michael will cook.
2. I just returned from the grocery store the pharmacy and the florist.
3. Keely and Tomas who are coming from Houston will join us for dinner tonight.
4. Tonight I will finish my book make an outline for my report and type it into the computer.
5. Carrie reacting quickly caught the falling plate before it broke.

**EXERCISE B** Add or delete commas as needed in the following sentences.

**Example 1.** The Smithsonian Institution is located in Washington, D.C.

6. This group of museums was named after James Smithson an English scientist.
7. Smithson who was a wealthy man left his fortune, to the United States of America.
8. The money was to be used for the increase, display and diffusion of knowledge.
9. On June 27, 1829 Smithson died in Genoa, Italy.
10. Six years were to pass however before the U.S. government was notified of his will.
11. After a great deal of debate Congress decided, to accept the gift.
12. Most of Smithson’s fortune of course was in England not in the United States.
13. To use his gift Congress had to find a way, of turning English pounds into American dollars.
14. First the money was put, in the form of British gold coins.
15. These coins, were shipped to the U.S. Mint at Philadelphia Pennsylvania and recoined.
EXERCISE  For each of the following sentences, add end marks where needed. Also, underline any errors in the use of abbreviations and write the correction above the error.

Example 1. Will Mr. Benson be our teacher next year?

1. This organization’s headquarters have been on this ave. for five years.
2. Please help Mrs. Walsh with the dishes
3. Are you originally from Madison, Wisconsin
4. Rogelio Martinez, Junior, is my classmate.
5. Gen. Larson spoke briefly to the soldiers.
6. Ms Barbara Ayala teaches ballet at our school.
7. Have you met Dr. Caldwell
8. We saw illustrations of structures built before 200 before Christ.
9. We visited the office of James Koenecke, Medical Doctor.
10. Have you read the biography of Gov. Long
11. The specifications indicate that the unit weighs eight lbs.
12. Would you like a tsp of sugar in your coffee, sir
13. J R Jackson will be the new mayor.
15. Have the members of the task force driven through S. Carolina
16. The poet who gave readings last week was Dennis Ellington, Senior.
17. Did you know that Dvori’s family is from St. Louis, Missouri
18. The temple dated back to anno Domini 620.
19. Who were the earliest colonists to arrive in N. America
20. The film was shot in Portland, OR.
Review B: **Commas**

**EXERCISE A** Add or delete commas as needed in the following sentences.

**Example 1.** Although millions go to the movies every week, not many people know the history of motion pictures.

1. Thomas Alva Edison the wizard of Menlo Park played a starring role in that history.
2. He or perhaps William Dickson an assistant of Edison’s invented the kinetoscope.
3. The kinetoscope was a cabinet in which fifty feet, (fifteen meters) of film revolved on spools.
4. By peering, through a peephole, in the cabinet a person could watch the pictures move.
6. Using the principles of the kinetoscope European inventors developed better movie cameras and projectors.
7. Motion pictures were screened, before a Paris audience in 1895.
8. It was the light bulb not the kinetoscope, that made Edison famous.
9. Edison’s other inventions include the phonograph the mimeograph machine, and the stock ticker.
10. This inventive genius, who had only three months of formal schooling patented more than one thousand items.

**EXERCISE B** Add commas where necessary in each of the following sentences.

**Example 1.** Jonathan cleaned the garage, swept the patio, and raked the leaves.

11. Marcos teaches tennis and Annette teaches racquetball.
12. I bought new golf clubs last week but I have not tried them yet.
13. Dear Dad
14. We put all the cans bottles and paper products in the appropriate recycling bins.
15. Constantine and Alberto will attend the banquet yet they will not be giving speeches.
16. In the space of a minute all of our plans changed.
17. Miguel’s bicycle needs new pedals so he won’t be riding with us today.
18. On Wednesday July 12 2000 my little brother was born.
19. Please send all inquiries to Luther Dunster Jr. 2805 S. Lamar St. Austin TX 78704.
20. Yours sincerely
Review C: End Marks, Abbreviations, and Commas

**EXERCISE** Add periods, question marks, exclamation points, and commas as needed in the following sentences.

**Example 1.** Since I knew many of the players, I was eager for the home team to win.

1. The holiday celebrating the birth of Dr Martin Luther King Jr fell on January 17, 2000.
2. Paul do you remember where we put the frying pan.
3. Please forward my correspondence to 623 Lilac Ave, Big Rapids, MI 49307.
4. Padgett our new dog is a very sweet animal.
5. I have often found that reading a text backward an old proofreading technique helps a writer catch errors.
6. Believe it or not we left for the fishing trip at 5:00 on a Saturday morning.
7. Yikes This salsa is hot.
8. The runners crouched at their blocks the starter fired her pistol and the race began.
9. What a snug, charming house you have.
11. The Trojan War some scholars believe may have occurred between 1500 and 1200 B.C.
12. Alarmed at the price of a new car Mrs Alacantara bought a used car instead.
13. Did you ask Joel Roger Bonnie and Stacy if they wanted to come with us.
14. At the top of the snowy hill the children waited with their sleds.
15. Sally in fact now goes by the title Sally Stepanek M.D.
16. The Battle of Hastings was fought I believe in the year A.D. 1066.
17. Yes I’m pretty sure that Carl and Nadja the two best debaters on the team will be going to the championship.
18. Before the singer even opened her mouth the crowd gave her a standing ovation.
19. Belinda arrived at last with a stack of CDs and we were able to start the party.
20. Look out for that tree.