

Grammar Unit One Part one

Multiple Choice

Identify the choice that best completes the statement or answers the question.

- ___ 1. Capitalization
a. I plan to take **economics** and **statistics** 101 next semester.
b. I plan to take **economics** and **Statistics** 101 next semester.
c. I plan to take **Economics** and **Statistics** 101 next semester.
- ___ 2. Capitalization
a. Adina speaks three languages: **english**, **german**, and **italian**.
b. Adina speaks three languages: **english**, **German**, and **Italian**.
c. Adina speaks three languages: **English**, **German**, and **Italian**.
- ___ 3. Capitalization
a. My **dear** Victoria,
b. My **Dear** Victoria,
- ___ 4. Capitalization
a. I'm really looking forward to **Spring** this year.
b. I'm really looking forward to **spring** this year.
- ___ 5. Capitalization
a. It's a **federal** offense to open another person's mail without permission.
b. It's a **Federal** offense to open another person's mail without permission.
- ___ 6. Capitalization
a. Have you read Anne Frank's book, *The Diary of A Young Girl*?
b. Have you read Anne Frank's book, *The Diary of a Young Girl*?
c. Have you read Anne Frank's book, *The Diary Of A Young Girl*?
- ___ 7. Capitalization
a. My grandmother lives in the **northeast** part of the state.
b. My grandmother lives in the **Northeast** part of the state.
- ___ 8. Capitalization
a. Would you mind repeating that again, **Professor**?
b. Would you mind repeating that again, **professor**?
- ___ 9. Capitalization
a. The **Vice President** will be speaking at the **university** tomorrow.
b. The **vice president** will be speaking at the **University** tomorrow.
c. The **vice president** will be speaking at the **university** tomorrow.
d. The **Vice President** will be speaking at the **University** tomorrow.
- ___ 10. Capitalization
a. Gloria Dubois, the **mayor** of Portland, will be attending the meeting tomorrow.
b. Gloria Dubois, the **Mayor** of Portland, will be attending the meeting tomorrow.
- ___ 11. Capitalization
a. The **Eiffel tower** is one of France's most famous attractions.
b. The **eiffel tower** is one of France's most famous attractions.

c. The **Eiffel Tower** is one of France's most famous attractions.

___ 12. Capitalization

- a. "Yes," she said, "**We** plan to spend some time at the shore this summer."
- b. "Yes," she said, "**we** plan to spend some time at the shore this summer."

___ 13. Capitalization

- a. I had the opportunity to speak with **mayor** Davidson this morning.
- b. I had the opportunity to speak with **Mayor** Davidson this morning.

___ 14. Capitalization

- a. I wrote a letter to the **Governor** and received a response the following week.
- b. I wrote a letter to the **governor** and received a response the following week.

___ 15. Capitalization

- a. When should I schedule my next appointment, **Doctor**?
- b. When should I schedule my next appointment, **doctor**?

___ 16. Capitalization

- a. Our relatives from the **Northeast** will be visiting us on Saturday.
- b. Our relatives from the **northeast** will be visiting us on Saturday.

___ 17. Capitalization

- a. I'm currently reading *All Quiet On the Western Front* for my literature class.
- b. I'm currently reading *All Quiet On The Western Front* for my literature class.
- c. I'm currently reading *All Quiet on the Western Front* for my literature class.

___ 18. Capitalization

- a. We drove through seven different **States** during our road trip last summer.
- b. We drove through seven different **states** during our road trip last summer.

___ 19. Capitalization

- a. Sincerely **yours**,
- b. Sincerely **Yours**,

___ 20. Capitalization

- a. My favorite classes are **Geometry** and **Science**.
- b. My favorite classes are **Geometry** and **science**.
- c. My favorite classes are **geometry** and **Science**.
- d. My favorite classes are **geometry** and **science**.

___ 21. Capitalization

- a. "I never thought of that," Danilo said. "**your** idea makes a lot of sense."
- b. "I never thought of that," Danilo Said. "**your** idea makes a lot of sense."
- c. "I never thought of that," Danilo said. "**Your** idea makes a lot of sense."

___ 22. Capitalization

- a. I climbed to the top of the **leaning tower of Pisa**.
- b. I climbed to the top of the **Leaning Tower of Pisa**.
- c. I climbed to the top of the **Leaning Tower Of Pisa**.

___ 23. Capitalization

- a. Though originally vertical, it now leans to the **southeast**.
- b. Though originally vertical, it now leans to the **Southeast**.

c. Though originally vertical, it now leans to the **South East**.

___ 24. Capitalization

- a. **Prime minister** McDowell will be the keynote **speaker** today.
- b. **Prime Minister** McDowell will be the keynote **speaker** today.
- c. **Prime Minister** McDowell will be the keynote **Speaker** today.

___ 25. Capitalization

- a. The keynote speaker today will be the **prime minister**.
- b. The keynote speaker today will be the **Prime minister**.
- c. The keynote speaker today will be the **Prime Minister**.

___ 26. Capitalization

- a. Will **you** meet with us next, **rabbi**?
- b. Will **you** meet with us next, **Rabbi**?
- c. Will **You** meet with us next, **Rabbi**?

___ 27. Capitalization

- a. Robert thinks *The Spy Who Came in from the Cold* is the best book ever written.
- b. Robert thinks *The Spy Who Came In From The Cold* is the best book ever written.
- c. Robert thinks *The Spy Who Came in From the Cold* is the best book ever written.

___ 28. Capitalization

- a. In accordance with **county law**, you can't use that leaf blower on Sundays.
- b. In accordance with **County law**, you can't use that leaf blower on Sundays.
- c. In accordance with **County Law**, you can't use that leaf blower on Sundays.

___ 29. Capitalization

- a. **San Francisco county** was one of the first **municipalities** to ban plastic grocery bags.
- b. **San Francisco County** was one of the first **Municipalities** to ban plastic grocery bags.
- c. **San francisco county** was one of the first **municipalities** to ban plastic grocery bags.
- d. **San Francisco County** was one of the first **municipalities** to ban plastic grocery bags.

___ 30. Capitalization

- a. Next year, Ashton will be taking **chemistry 3** and **math**.
- b. Next year, Ashton will be taking **Chemistry 3** and **math**.
- c. Next year, Ashton will be taking **Chemistry 3** and **Math**.

___ 31. Capitalization

- a. Tonight's dinner was delicious: **the** prime rib was exceptionally tasty.
- b. Tonight's dinner was delicious: **The** prime rib was exceptionally tasty.

___ 32. Capitalization

- a. I plan to take **chemistry** and **calculus I** next semester.
- b. I plan to take **chemistry** and **Calculus I** next semester.
- c. I plan to take **Chemistry** and **calculus I** next semester.
- d. I plan to take **Chemistry** and **Calculus I** next semester.

___ 33. Capitalization

- a. She closed the letter with the words, "**with love**, Rhonda."
- b. She closed the letter with the words, "**With love**, Rhonda."
- c. She closed the letter with the words, "**With Love**, Rhonda."

___ 34. Capitalization

- a. I can't wait until the **spring** rains stop.
- b. I can't wait until the **Spring** rains stop.

___ 35. Capitalization

- a. Our **department** will be handling the fliers for next week's event.
- b. Our **Department** will be handling the fliers for next week's event.

___ 36. Capitalization

- a. Her essay was titled, "**You are what you eat.**"
- b. Her essay was titled, "**You are What You Eat.**"
- c. Her essay was titled, "**You Are What You Eat.**"

___ 37. Capitalization

- a. Let me put it this way: **you** have to pass that test or there will be consequences.
- b. Let me put it this way: **You** have to pass that test or there will be consequences.

___ 38. Capitalization

- a. She has traveled to over 40 **states** during the past 12 years.
- b. She has traveled to over 40 **States** during the past 12 years.

___ 39. Capitalization

- a. The **governors** and **senators** will be in attendance.
- b. The **Governors** and **senators** will be in attendance.
- c. The **governors** and **Senators** will be in attendance.
- d. The **Governors** and **Senators** will be in attendance.

___ 40. Capitalization

- a. Will you be taking **spanish** or **science** next year?
- b. Will you be taking **Spanish** or **science** next year?
- c. Will you be taking **spanish** or **Science** next year?
- d. Will you be taking **Spanish** or **Science** next year?

___ 41. Capitalization

- a. She said, "**bees** are not the only insects that sting."
- b. She said, "**Bees** are not the only insects that sting."

___ 42. Capitalization

- a. "You must understand," he pleaded, "**That** I need more time to pay you."
- b. "You must understand," he pleaded, "**that** I need more time to pay you."

___ 43. Capitalization

- a. Mark Paxton, the **vice president** of the company, embezzled over one million dollars.
- b. Mark Paxton, the **Vice President** of the company, embezzled over one million dollars.

___ 44. Capitalization

- a. The **president** of the United States wields much power.
- b. The **President** of the United States wields much power.

___ 45. Capitalization

- a. I live in the **Northeastern** part of the state where the climate is colder.
- b. I live in the **northeastern** part of the state where the climate is colder.

___ 46. Capitalization

- a. The **West**, especially California, is famous for its cutting-edge technology.

b. The **west**, especially California, is famous for its cutting-edge technology.

___ 47. Capitalization

- a. Have you read *All the King's Men*?
- b. Have you read *All The King's Men*?

___ 48. Capitalization

- a. I enjoy **Summer** more than any other season.
- b. I enjoy **summer** more than any other season.

___ 49. Capitalization

- a. Employees of the **Company** were laid off with little hope of returning to work.
- b. Employees of the **company** were laid off with little hope of returning to work.

___ 50. Capitalization

- a. My **dear** Mr. Simpson:
- b. My **Dear** Mr. Simpson:

___ 51. Capitalization

- a. I lived on Elm **Street** a few years ago.
- b. I lived on Elm **street** a few years ago.

___ 52. Capitalization

- a. The American **River** is extremely cold all year.
- b. The American **river** is extremely cold all year.

___ 53. Capitalization

- a. Do not swim in that **River** because of the swift current.
- b. Do not swim in that **river** because of the swift current.

___ 54. Capitalization

- a. "You must realize," he explained, "**that** my circumstances are desperate."
- b. "You must realize," he explained, "**That** my circumstances are desperate."

___ 55. Capitalization

- a. "Stop it!" she screamed. "**don't** ever do that again."
- b. "Stop it!" she screamed. "**Don't** ever do that again."

___ 56. Capitalization

- a. She said, "**we** strive hard for a better world, but we don't lift a finger for perfection."
- b. She said, "**We** strive hard for a better world, but we don't lift a finger for perfection."

___ 57. Capitalization

- a. The **West** has a milder climate than the **East**.
- b. The **west** has a milder climate than the **east**.

___ 58. Capitalization

- a. You must take the following courses: **History, Geometry, and French**.
- b. You must take the following courses: **history, geometry, and French**.
- c. You must take the following courses: **history, geometry, and french**.

___ 59. Capitalization

- a. The **supervisor** will decide whether state regulations prohibit our taking Monday as a holiday.

- b. The **Supervisor** will decide whether state regulations prohibit our taking Monday as a holiday.

___ 60. Capitalization

- a. My major requires that I take **calculus 1, history, and French**.
b. My major requires that I take **Calculus 1, History, and French**.
c. My major requires that I take **Calculus 1, history, and French**.
d. My major requires that I take **calculus 1, history, and french**.

___ 61. Commas

- a. I asked Monica the one with the dark hair, to go to the dance with me.
b. I asked Monica, the one with the dark hair to go to the dance with me.
c. I asked Monica, the one with the dark hair, to go to the dance with me.

___ 62. Commas

- a. While you're at the store, please pick up milk, bread, eggs and orange juice.
b. While you're at the store, please pick up milk, bread, eggs, and orange juice.
c. While you're at the store please pick up milk, bread, eggs, and orange juice.

___ 63. Commas

- a. We'll be staying at a fancy five-star hotel.
b. We'll be staying at a fancy, five-star hotel.
c. We'll be staying at a fancy, five-star, hotel.

___ 64. Commas

- a. Thank you, Carmen, for accepting my apology.
b. Thank you Carmen, for accepting my apology.
c. Thank you, Carmen for accepting my apology.

___ 65. Commas

- a. They were married on June 4, 2007 in Paris, France.
b. They were married on June 4, 2007, in Paris, France.
c. They were married on June 4 2007, in Paris, France.

___ 66. Commas

- a. I first met Mimi in August 1992 in Springfield.
b. I first met Mimi in August, 1992 in Springfield.
c. I first met Mimi in August, 1992, in Springfield.

___ 67. Commas

- a. Have you ever traveled to Orlando Florida, during peak vacation season?
b. Have you ever traveled to Orlando Florida during peak vacation season?
c. Have you ever traveled to Orlando, Florida, during peak vacation season?

___ 68. Commas

- a. Rosalind Talbot, Ph.D. has agreed to speak at the convention.
b. Rosalind Talbot Ph.D., has agreed to speak at the convention.
c. Rosalind Talbot, Ph.D., has agreed to speak at the convention.

___ 69. Commas

- a. Zahara is as she mentioned before, planning to call you tomorrow.
b. Zahara is, as she mentioned before, planning to call you tomorrow.
c. Zahara is, as she mentioned before planning to call you tomorrow.

- _____ 70. Commas
- On July 12, 2008, Margaret will be fifteen years old.
 - On July 12 2008, Margaret will be fifteen years old.
 - On July 12, 2008, Margaret will be, fifteen years old.
- _____ 71. Commas
- I asked Monica the one with the dark hair, to go to the dance with me.
 - I asked Monica, the one with the dark hair to go to the dance with me.
 - I asked Monica, the one with the dark hair, to go to the dance with me.
- _____ 72. Commas
- Abijah who just graduated from high school will be working for us this summer.
 - Abijah, who just graduated from high school, will be working for us this summer.
 - Abijah, who just graduated from high school, will be working for us, this summer.
- _____ 73. Commas
- Tomas is coming to visit next week; and he's bringing his new bride.
 - Tomas is coming to visit next week, and he's bringing his new bride.
 - Tomas is, coming to visit next week, and he's bringing his new bride.
- _____ 74. Commas
- She always calls while we're eating dinner but never has much to say.
 - She always calls while we're eating dinner, but never has much to say.
 - She always calls, while we're eating dinner, but never has much to say.
- _____ 75. Commas
- You want to, go fishing, don't you?
 - You want to go fishing don't you?
 - You want to go fishing, don't you?
- _____ 76. Commas
- I want to grill the steaks, not broil them.
 - I want to grill the steaks not broil them.
 - I want to, grill the steaks, not broil them.
- _____ 77. Choose
- Well if you think she might come, we'll invite her.
 - Well if you think she might come we'll invite her.
 - Well, if you think she might come, we'll invite her.
- _____ 78. Commas
- Alana would therefore, be our first choice for treasurer.
 - Alana would, therefore, be our first choice for treasurer.
 - Alana would, therefore be our first choice for treasurer.
- _____ 79. Commas
- I would recommend gathering several items before the concert for example, binoculars, blankets, and sunscreen.
 - I would recommend gathering several items before the concert, for example, binoculars, blankets, and sunscreen.
 - I would recommend gathering several items before the concert, for example binoculars, blankets, and sunscreen.

- _____ 80. Choose
- a. The man behind the counter asked "Cash or credit?"
 - b. The man, behind the counter asked, "Cash or credit?"
 - c. The man behind the counter asked, "Cash or credit?"
- _____ 81. Commas
- a. I can fix this hole in your jacket, if you will get the needle and thread thimble and scissors from the top drawer.
 - b. I can fix this hole in your jacket if you will get the needle and thread, thimble, and scissors from the top drawer.
 - c. I can fix this hole in your jacket if you will get the needle, and thread, thimble, and scissors from the top drawer.
- _____ 82. Commas
- a. Our vacation to New Mexico turned out to be a cold windy trip.
 - b. Our vacation to New Mexico turned out to be a cold, windy trip.
- _____ 83. Commas
- a. His wildly exaggerated story is just too much to believe.
 - b. His wildly, exaggerated story is just too much to believe.
- _____ 84. Commas
- a. Do you Pramod think you'll be returning to India this year to visit your family?
 - b. Do you, Pramod, think you'll be returning to India this year to visit your family?
 - c. Do you Pramod, think you'll be returning to India this year to visit your family?
- _____ 85. Commas
- a. I'll never forget that September 22, 1996 was the day I bought my first new car.
 - b. I'll never forget that September 22, 1996, was the day I bought my first new car.
- _____ 86. Commas
- a. It was in August 1986 that I got my license to drive a motor vehicle.
 - b. It was in August 1986, that I got my license to drive a motor vehicle.
 - c. It was in August, 1986, that I got my license to drive a motor vehicle.
- _____ 87. Commas
- a. From Buena Vista Colorado you can see a number of the state's tallest peaks.
 - b. From Buena Vista, Colorado you can see a number of the state's tallest peaks.
 - c. From Buena Vista, Colorado, you can see a number of the state's tallest peaks.
- _____ 88. Commas
- a. We have both a William Scott M.D. as well as a William Scott AIA listed in our town's phone directory.
 - b. We have both a William Scott, M.D. as well as a William Scott, AIA listed in our town's phone directory.
 - c. We have both a William Scott, M.D., as well as a William Scott, AIA, listed in our town's phone directory.
- _____ 89. Commas
- a. I know of no one as you might imagine who can afford such a mansion.
 - b. I know of no one, as you might imagine who can afford such a mansion.
 - c. I know of no one, as you might imagine, who can afford such a mansion.

- _____ 90. Commas5ç
- If that's the way you want it that's the way I'll do it.
 - If that's the way you want it, that's the way I'll do it.
 - If that's the way you want it, that's the way, I'll do it.
- _____ 91. Commas
- I would be pleased however to assist with the ongoing cleanup efforts.
 - I would be pleased however, to assist with the ongoing cleanup efforts.
 - I would be pleased, however to assist with the ongoing cleanup efforts.
 - I would be pleased, however, to assist with the ongoing cleanup efforts.
- _____ 92. Commas
- Well I thought that you would be ready to go by now.
 - Well, I thought that you would be ready to go by now.
- _____ 93. Commas
- You said that you would join us didn't you?
 - You said that you would join us, didn't you?
- _____ 94. Commas
- "I'll be there at six o'clock sharp" he said.
 - "I'll be there at six o'clock sharp," he said.
- _____ 95. Commas
- He thought about leaving but decided against it.
 - He thought about leaving, but decided against it.
 - He thought about leaving, but, decided against it.
- _____ 96. Commas
- Sandra is looking forward to the trip, but Mauno wants to stay home.
 - Sandra is looking forward to the trip, but, Mauno wants to stay home.
- _____ 97. Commas
- The girl with the deep brown eyes was in my high school graduating class.
 - The girl with the deep brown eyes, was in my high school graduating class.
 - The girl, with the deep, brown eyes, was in my high school graduating class.
- _____ 98. Commas
- To be considered for this position you must provide a resume and three references.
 - To be considered for this position, you must provide a resume and three references.
 - To be considered for this position, you must provide a resume, and three references.
- _____ 99. Commas
- Brad moved to Florida on March 12 1997 to look for work.
 - Brad moved to Florida on March 12, 1997 to look for work.
 - Brad moved to Florida on March 12, 1997, to look for work.
- _____ 100. Commas
- I'm planning to leave tonight my flight departs at eight o'clock.
 - I'm planning to leave tonight, my flight departs at eight o'clock.
 - I'm planning to leave tonight; my flight departs at eight o'clock.

- ___ 101. Commas
- I took Angie, the one with the freckles to the movie last night.
 - I took Angie, the one with the freckles, to the movie last night.
 - I took Angie the one with the freckles, to the movie last night.
 - I took Angie, the one with the freckles, to the movie, last night.
- ___ 102. Commas
- Jeremy, and I, have had our share of arguments.
 - Jeremy and I, have had our share of arguments.
 - Jeremy and I have had our share of arguments.
 - Jeremy and I have had, our share of arguments.
- ___ 103. Commas
- You are I am sure, telling the truth.
 - You are, I am sure, telling the truth.
 - You are I am sure telling, the truth.
 - You are, I am sure telling the truth.
- ___ 104. Commas
- She left Albany, New York, on January 18 of that year.
 - She left Albany, New York on January 18, of that year.
 - She left Albany New York, on January 18 of that year.
 - She left, Albany New York, on January 18 of that year.
- ___ 105. Commas
- I need, sugar, butter, and eggs from the grocery store.
 - I need sugar, butter, and eggs, from the grocery store.
 - I need sugar, butter and eggs, from the grocery store.
 - I need sugar, butter, and eggs from the grocery store.
- ___ 106. Commas
- Please Sasha, come home as soon as you can.
 - Please, Sasha, come home as soon as you can.
 - Please, Sasha come home as soon as you can.
 - Please Sasha, come home, as soon as you can.
- ___ 107. Commas
- Although, you may be right I cannot take your word for it.
 - Although, you may be right, I cannot take your word for it.
 - Although you may be right I cannot take your word for it.
 - Although you may be right, I cannot take your word for it.
- ___ 108. Commas
- We will grant you immunity, if you decide to cooperate with us.
 - We will grant you immunity, if you decide, to cooperate with us.
 - We will grant you immunity if you decide, to cooperate with us.
 - We will grant you immunity if you decide to cooperate with us.
- ___ 109. Commas
- I am typing a letter, and she is talking on the phone.
 - I am typing a letter and she is talking, on the phone.
 - I, am typing a letter and she, is talking on the phone.
 - I am typing a letter and, she is talking on the phone.

- ___ 110. Commas
- She finished her work, and then took a long lunch.
 - She finished her work, and then, took a long lunch.
 - She finished her work and then took a long lunch.
 - She finished her work and then, took a long lunch.
- ___ 111. Commas
- Girls, who have red hair, are very lucky.
 - Girls who have red hair, are very lucky.
 - Girls who have red hair are very lucky.
 - Girls who have, red hair are very lucky.
- ___ 112. Commas
- He asked, where his hat was.
 - He asked where his hat was.
 - He, asked where, his hat was.
 - He asked, where his hat, was.
- ___ 113. Commas
- They are, one might say, true believers.
 - They are one might say, true believers.
 - They are, one might say true believers.
 - They are one might say true believers.
- ___ 114. Commas
- Cheryl arrived in Denver Colorado, hoping to find a good job.
 - Cheryl arrived in Denver, Colorado, hoping, to find a good job.
 - Cheryl arrived in Denver, Colorado hoping, to find a good job.
 - Cheryl arrived in Denver, Colorado, hoping to find a good job.
- ___ 115. Commas
- On July 20, 1969 astronauts landed on the moon for the first time.
 - On July 20, 1969, astronauts landed on the moon for the first time.
 - On July 20, 1969, astronauts landed on the moon, for the first time.
 - On July 20 1969, astronauts landed on the moon for the first time.
- ___ 116. Commas
- Life, liberty, and the pursuit of happiness are three guarantees granted, to us, by our forefathers.
 - Life, liberty, and the pursuit of happiness are three guarantees granted to us by our forefathers.
 - Life, liberty and the pursuit of happiness, are three guarantees granted to us by our forefathers.
 - Life, liberty and the pursuit of happiness are three guarantees granted to us by our forefathers.
- ___ 117. Commas
- I told you Jesse, never to ask me that question again.
 - I told you, Jesse, never to ask me that question, again.
 - I told you, Jesse, never to ask me that question again.
 - I told you Jesse never to ask me that question, again.
- ___ 118. Commas

- a. I may as well not speak, if you refuse to even listen.
- b. I may as well, not speak if you refuse to even listen.
- c. I may as well not speak if you, refuse to even listen.
- d. I may as well not speak if you refuse to even listen.

___ 119. Commas

- a. I am already finished cooking but he has not taken his shower yet.
- b. I am already finished cooking, but he has not taken his shower, yet.
- c. I am already finished cooking but, he has not taken his shower yet.
- d. I am already finished cooking, but he has not taken his shower yet.

___ 120. Commas

- a. I walked all the way to the bus stop and waited for a bus for over an hour.
- b. I walked all the way to the bus stop, and waited for a bus for over an hour.
- c. I walked all the way to the bus stop and waited, for a bus, for over an hour.
- d. I walked, all the way to the bus stop, and waited for a bus for over an hour.

___ 121. Commas

- a. Mae said "Why don't you come up and see me sometime?"
- b. Mae said, "Why don't you come up and see me sometime?"
- c. Mae said, "Why don't you come up, and see me sometime?"
- d. Mae said, "Why, don't you come up, and see me sometime?"

___ 122. Commas

- a. You said I could go didn't you?
- b. You said I could go, didn't you?
- c. You said I, could go didn't you?
- d. You said, I could go, didn't you?

___ 123. Commas

- a. To apply for this job, you must have a Social Security card.
- b. To apply, for this job, you must have a Social Security card.
- c. To apply for this job, you must have, a Social Security card.
- d. To apply for this job you must have a Social Security card.

___ 124. Commas

- a. He seems to be such a lonely quiet man, doesn't he?
- b. He seems to be such a lonely, quiet man doesn't he?
- c. He seems to be, such a lonely quiet man, doesn't he?
- d. He seems to be such a lonely, quiet man, doesn't he?

___ 125. Commas

- a. She wore, a brightly colored dress.
- b. She wore a brightly colored dress.
- c. She wore a brightly, colored dress.
- d. She wore a brightly, colored, dress.

___ 126. Commas

- a. She has a good healthy attitude about her work.
- b. She has a good healthy attitude, about her work.
- c. She has a good, healthy attitude about her work.
- d. She has, a good healthy attitude about her work.

___ 127. Commas

- a. Dario drove to the airport to meet his wife and children.
- b. Dario drove, to the airport, to meet his wife and children.
- c. Dario drove to the airport, to meet his wife, and children.

d. Dario drove to the airport to meet his wife, and children.

___ 128. Commas

- a. Yes I can be ready in five minutes.
- b. Yes, I can be, ready in five minutes.
- c. Yes, I can be ready, in five minutes.
- d. Yes, I can be ready in five minutes.

___ 129. Commas

- a. I will not stop you, if you want to leave.
- b. I will not, stop you if you want to leave.
- c. I will not stop you if you want to leave.
- d. I will not stop you, if you, want to leave.

___ 130. Commas

- a. Rosie Hernandez Ph.D., will be our guest speaker.
- b. Rosie Hernandez, Ph.D., will be our guest speaker.
- c. Rosie Hernandez, Ph.D. will be our guest speaker.
- d. Rosie Hernandez Ph.D. will be our guest speaker.

___ 131. Commas

- a. It is drizzling not pouring.
- b. It, is drizzling, not pouring.
- c. It is drizzling, not pouring.
- d. It is drizzling, not, pouring.

___ 132. Commas

- a. What a delicious appetizing meal!
- b. What a delicious, appetizing meal!
- c. What a delicious, appetizing, meal!
- d. What a delicious, appetizing, meal!

___ 133. Commas

- a. On Saturday I want to go out to dinner with my family and friends.
- b. On Saturday I want to go out, to dinner with my family and friends.
- c. On Saturday I want to go out to dinner with, my family and friends.
- d. On Saturday I want to go out to dinner with my family, and friends.

___ 134. Commas

- a. Helene will not go out with Rolf who is rude with waiters to any nice restaurants.
- b. Helene will not go out with Rolf, who is rude with waiters to any nice restaurants.
- c. Helene will not go out with Rolf, who is rude with waiters, to any nice restaurants.
- d. Helene will not go out with Rolf who is rude with waiters, to any nice restaurants.

___ 135. Commas

- a. The man, who is rude with waiters is here again.
- b. The man, who is rude with waiters, is here again.
- c. The man who is rude with waiters, is here again.
- d. The man who is rude with waiters is here again.

___ 136. Commas

- a. The gardeners finished planting the roses but, I'm still mowing the lawn.
- b. The gardeners finished planting the roses, but I'm still mowing the lawn.
- c. The gardeners finished planting the roses, but, I'm still mowing the lawn.
- d. The gardeners finished planting the roses but I'm still mowing the lawn.

___ 137. Commas

- a. Well I don't see how you can say that.
- b. Well, I don't see how you can say that.

- c. Well, I, don't see how you can say that.
- d. Well, I don't see how you can say, that.

___ 138. Commas

- a. I'm willing therefore to ask Mauricio if he would like to go to the baseball game.
- b. I'm willing, therefore to ask Mauricio if he would like to go to the baseball game.
- c. I'm willing therefore, to ask Mauricio if he would like to go to the baseball game.
- d. I'm willing, therefore, to ask Mauricio if he would like to go to the baseball game.

___ 139. Commas

- a. Camping in the desert was a lonely frightening experience.
- b. Camping in the desert was a lonely, frightening, experience.
- c. Camping in the desert was a lonely, frightening experience.
- d. Camping in the desert, was a lonely, frightening experience.

___ 140. Commas

- a. I mow lawns and they plant roses.
- b. I mow lawns, and they plant roses.
- c. I mow lawns, and, they plant roses.
- d. I mow lawns and, they plant roses.

___ 141. Semicolons and Colons

- a. You asked for forgiveness, he granted it to you.
- b. You asked for forgiveness; he granted it to you.
- c. You asked for forgiveness: he granted it to you.
- d. You asked for forgiveness he granted it to you.

___ 142. Semicolons and Colons

- a. We ask; therefore, that you keep this matter confidential.
- b. We ask, therefore; that you keep this matter confidential.
- c. We ask, therefore, that you keep this matter confidential.
- d. We ask: therefore, that you keep this matter confidential.

___ 143. Semicolons and Colons

- a. The order was requested six weeks ago; therefore, I expected the shipment to arrive by now.
- b. The order was requested six weeks ago, therefore I expected the shipment to arrive by now.
- c. The order was requested six weeks ago, therefore, I expected the shipment to arrive by now.
- d. The order was requested six weeks ago: therefore, I expected the shipment to arrive by now.

___ 144. Semicolons and Colons

- a. The American flag has three colors: namely, red, white, and blue.
- b. The American flag has three colors, namely; red, white, and blue.
- c. The American flag has three colors namely, red, white, and blue.
- d. The American flag has three colors; namely, red, white, and blue.

___ 145. Semicolons and Colons

- a. Clothes are often made from synthetic material; for instance, rayon.
- b. Clothes are often made from synthetic material, for instance, rayon.
- c. Clothes are often made from synthetic material, for instance: rayon.

d. Clothes are often made from synthetic material, for instance; rayon.

___ 146. Semicolons and Colons

- a. If you believe in magic, magical things will happen, but if you do not believe in magic, you will discover nothing to be magical.
- b. If you believe in magic, magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.
- c. If you believe in magic, magical things will happen; but if you do not believe in magic, you will discover nothing to be magical.
- d. If you believe in magic; magical things will happen, but if you do not believe in magic; you will discover nothing to be magical.

___ 147. Semicolons and Colons

- a. The orchestra, excluding the violin section, was not up to par.
- b. The orchestra, excluding the violin section; was not up to par.
- c. The orchestra; excluding the violin section, was not up to par.
- d. The orchestra excluding the violin section, was not up to par.

___ 148. Choole

- a. I have been to San Francisco, California, Reno, Nevada, and Seattle, Washington.
- b. I have been to San Francisco California; Reno Nevada; and Seattle Washington.
- c. I have been to San Francisco California, Reno Nevada, and Seattle Washington.
- d. I have been to San Francisco, California; Reno, Nevada; and Seattle, Washington.

___ 149. Semicolons and Colons

- a. I need a few items at the store, clothespins, a bottle opener, and napkins.
- b. I need a few items at the store; clothespins, a bottle opener, and napkins.
- c. I need a few items at the store: clothespins, a bottle opener, and napkins.
- d. I need a few items at the store clothespins, a bottle opener, and napkins.

___ 150. Semicolons and Colons

- a. I answered the phone; but no one seemed to be on the other end of the line.
- b. I answered the phone: but no one seemed to be on the other end of the line.
- c. I answered the phone, but no one seemed to be on the other end of the line.
- d. I answered the phone but no one seemed to be on the other end of the line.

___ 151. Semicolons and Colons

- a. Leave a message for the doctor: she will return your call as soon as possible.
- b. Leave a message for the doctor, she will return your call as soon as possible.
- c. Leave a message for the doctor; she will return your call as soon as possible.

___ 152. Semicolons and Colons

- a. This summer I'd like to travel to Charleston South Carolina; Savannah Georgia; and Jacksonville Florida.
- b. This summer I'd like to travel to Charleston, South Carolina; Savannah, Georgia; and Jacksonville, Florida.
- c. This summer I'd like to travel to Charleston, South Carolina, Savannah, Georgia, and Jacksonville, Florida.

___ 153. Semicolons and Colons

- a. Bring the following items to the exam: a test booklet, two pencils, and a photo I.D.
- b. Bring the following items to the exam; a test booklet, two pencils, and a photo I.D.
- c. Bring the following items to the exam, a test booklet, two pencils, and a photo I.D.

- ___ 154. Semicolons and Colons
- Lorraine confirmed that she would be attending the meeting: therefore, I expected her to be here by now.
 - Lorraine confirmed that she would be attending the meeting, therefore I expected her to be here by now.
 - Lorraine confirmed that she would be attending the meeting; therefore, I expected her to be here by now.
- ___ 155. Semicolons and Colons
- When driving in the country, watch out for: deer, elk, and cattle.
 - When driving in the country, watch out for deer, elk, and cattle.
 - When driving in the country, watch out for; deer, elk, and cattle.
- ___ 156. Semicolons and Colons
- If I'm feeling better tomorrow, I will come for lunch; if I'm not, I'll probably stay in bed all day.
 - If I'm feeling better tomorrow, I will come for lunch: if I'm not, I'll probably stay in bed all day.
 - If I'm feeling better tomorrow, I will come for lunch, if I'm not, I'll probably stay in bed all day.
- ___ 157. Semicolons and Colons
- Dear Senator Wolff,
 - Dear Senator Wolff;
 - Dear Senator Wolff:
- ___ 158. Semicolons and Colons
- I am looking for a nanny who can perform the following household chores, (1) go grocery shopping, (2) do laundry, and (3) cook dinner.
 - I am looking for a nanny who can perform the following household chores; (1) go grocery shopping, (2) do laundry, and (3) cook dinner.
 - I am looking for a nanny who can perform the following household chores: (1) go grocery shopping, (2) do laundry, and (3) cook dinner.
- ___ 159. Semicolons and Colons
- She has already called five times today, I guess she has nothing better to do.
 - She has already called five times today; I guess she has nothing better to do.
 - She has already called five times today: I guess she has nothing better to do.
- ___ 160. Semicolons and Colons
- I don't mind mowing the lawn, however I would prefer not to bag the grass.
 - I don't mind mowing the lawn: however, I would prefer not to bag the grass.
 - I don't mind mowing the lawn; however, I would prefer not to bag the grass.
- ___ 161. Semicolons and Colons
- I really don't like peaches: I do like apricots though.
 - I really don't like peaches; I do like apricots though.
 - I really don't like peaches, I do like apricots though.
- ___ 162. Semicolons and Colons
- We've enjoyed living in this neighborhood; however we'll be moving to a different part of the city soon.

- b. We've enjoyed living in this neighborhood: however, we'll be moving to a different part of the city soon.
- c. We've enjoyed living in this neighborhood; however, we'll be moving to a different part of the city soon.

___ 163. Semicolons and Colons

- a. The following dog breeds are among my favorites, Chihuahuas, Dachshunds, and Miniature Pinschers.
- b. The following dog breeds are among my favorites; Chihuahuas, Dachshunds, and Miniature Pinschers.
- c. The following dog breeds are among my favorites: Chihuahuas, Dachshunds, and Miniature Pinschers.

___ 164. Semicolons and Colons

- a. You asked for my advice, now you're telling me to mind my own business.
- b. You asked for my advice; now you're telling me to mind my own business.
- c. You asked for my advice: now you're telling me to mind my own business.

___ 165. Semicolons and Colons

- a. I've lived in Austin Texas; Charlotte North Carolina; and Louisville Kentucky.
- b. I've lived in Austin, Texas, Charlotte, North Carolina, and Louisville, Kentucky.
- c. I've lived in Austin, Texas; Charlotte, North Carolina; and Louisville, Kentucky.

___ 166. Semicolons and Colons

- a. Miguel enjoys writing about his travels; however, he rarely finishes one book before starting another.
- b. Miguel enjoys writing about his travels: however, he rarely finishes one book before starting another.
- c. Miguel enjoys writing about his travels however, he rarely finishes one book before starting another.

___ 167. Semicolons and Colons

- a. I need only three more license plates to complete my collection: Montana, Alaska, and Hawaii.
- b. I need only three more license plates to complete my collection; Montana, Alaska, and Hawaii.
- c. I need only three more license plates to complete my collection, Montana, Alaska, and Hawaii.

___ 168. Semicolons and Colons

- a. Come by my house tomorrow, I will give you the recipe then.
- b. Come by my house tomorrow: I will give you the recipe then.
- c. Come by my house tomorrow; I will give you the recipe then.

___ 169. Semicolons and Colons

- a. I have already paid you therefore, I expect you to complete the project.
- b. I have already paid you; therefore, I expect you to complete the project.
- c. I have already paid you: therefore, I expect you to complete the project.

___ 170. Semicolons and Colons

- a. You will need to gather a number of moving supplies before the big day; e.g., boxes, packing tape, and bubble wrap.
- b. You will need to gather a number of moving supplies before the big day: e.g., boxes,

packing tape, and bubble wrap.

- c. You will need to gather a number of moving supplies before the big day e.g., boxes, packing tape, and bubble wrap.

_____ 171. Semicolons and Colons

- a. The meeting is tonight, I better practice my speech again.
b. The meeting is tonight; I better practice my speech again.
c. The meeting is tonight: I better practice my speech again.

_____ 172. Semicolons and Colons

- a. The game is not yet over; however I do not see how the Panthers can possibly win.
b. The game is not yet over; however, I do not see how the Panthers can possibly win.
c. The game is not yet over: however I do not see how the Panthers can possibly win.
d. The game is not yet over: however, I do not see how the Panthers can possibly win.

_____ 173. Semicolons and Colons

- a. The chef wants only organic vegetables for his side dishes tonight; for example, green beans, cauliflower, chard, kale, or broccolini will be fine.
b. The chef wants only organic vegetables for his side dishes tonight; for example green beans, cauliflower, chard, kale, or broccolini will be fine.
c. The chef wants only organic vegetables for his side dishes tonight: for example, green beans, cauliflower, chard, kale, or broccolini will be fine.
d. The chef wants only organic vegetables for his side dishes tonight: for example; green beans, cauliflower, chard, kale, or broccolini will be fine.

_____ 174. Semicolons and Colons

- a. The chef wants only the freshest organic vegetables for his side dishes tonight, green beans, cauliflower, and broccolini look the best today.
b. The chef wants only the freshest organic vegetables for his side dishes tonight; green beans, cauliflower, and broccolini look the best today.
c. The chef wants only the freshest organic vegetables for his side dishes tonight: green beans, cauliflower, and broccolini look the best today.

_____ 175. Semicolons and Colons

- a. The chef wants these three organic vegetables for his side dishes tonight, green beans, cauliflower, and broccolini.
b. The chef wants these three organic vegetables for his side dishes tonight; green beans, cauliflower, and broccolini.
c. The chef wants these three organic vegetables for his side dishes tonight: green beans, cauliflower, and broccolini.
d. The chef wants these three organic vegetables for his side dishes tonight: green beans; cauliflower; and broccolini.

_____ 176. Semicolons and Colons

- a. During my trip to Asia I stopped in Kuala Lumpur Malaysia, Bangkok Thailand, Katmandu Nepal, and New Delhi India.
b. During my trip to Asia I stopped in Kuala Lumpur, Malaysia, Bangkok, Thailand, Katmandu, Nepal, and New Delhi, India.
c. During my trip to Asia I stopped in Kuala Lumpur, Malaysia; Bangkok, Thailand; Katmandu, Nepal; and New Delhi, India.

_____ 177. Semicolons and Colons

- a. To complete this job, you will need to saw these boards, paint half of them white, paint the

other half red, allow them to dry completely, and nail them into place.

- b. To complete this job, you will need to saw these boards; paint half of them white; paint the other half red; allow them to dry completely; and nail them into place.
- c. To complete this job: you will need to saw these boards, paint half of them white, paint the other half red, allow them to dry completely, and nail them into place.

___ 178. Semicolons and Colons

- a. To complete this job, you will need to do the following, 1) saw these boards, 2) paint half of them white, 3) paint the other half red, 4) allow them to dry completely, and 5) nail them into place.
- b. To complete this job, you will need to do the following; 1) saw these boards, 2) paint half of them white, 3) paint the other half red, 4) allow them to dry completely, and 5) nail them into place.
- c. To complete this job, you will need to do the following: 1) saw these boards, 2) paint half of them white, 3) paint the other half red, 4) allow them to dry completely, and 5) nail them into place.

___ 179. Semicolons and Colons

- a. While rare, the snow leopard can be spotted in the wild--but I've never seen one.
- b. While rare, the snow leopard can be spotted in the wild; but I've never seen one.
- c. While rare, the snow leopard can be spotted in the wild: but I've never seen one.

___ 180. Semicolons and Colons

- a. These are my keys to success, get plenty of rest, respect your clients, and prepare thoroughly.
- b. These are my keys to success; get plenty of rest, respect your clients, and prepare thoroughly.
- c. These are my keys to success: get plenty of rest, respect your clients, and prepare thoroughly.

___ 181. Semicolons and Colons

- a. The girls' basketball team is headed to the playoffs, North High will be their first opponent.
- b. The girls' basketball team is headed to the playoffs; North High will be their first opponent.
- c. The girls' basketball team is headed to the playoffs: North High will be their first opponent.

___ 182. Semicolons and Colons

- a. Some cause happiness wherever they go; others, whenever they go. –Oscar Wilde
- b. Some cause happiness wherever they go; others whenever they go.
- c. Some cause happiness wherever they go: others whenever they go.
- d. Some cause happiness wherever they go others whenever they go.

___ 183. Semicolons and Colons

- a. The first step to getting the things you want out of life is this decide what you want. –Ben Stein
- b. The first step to getting the things you want out of life is this; decide what you want.
- c. The first step to getting the things you want out of life is this: decide what you want.
- d. The first step to getting the things you want out of life is this, decide what you want.

___ 184. Semicolons and Colons

- a. All human actions have one or more of these seven causes; chance, nature, compulsion,

habit, reason, passion, and desire. –Aristotle

- b. All human actions have one or more of these seven causes chance, nature, compulsion, habit, reason, passion, and desire.
- c. All human actions have one or more of these seven causes, chance, nature, compulsion, habit, reason, passion, and desire.
- d. All human actions have one or more of these seven causes: chance, nature, compulsion, habit, reason, passion, and desire.

___ 185. Semicolons and Colons

- a. Lead me not into temptation; I can find the way myself. –Rita Mae Brown
- b. Lead me not into temptation I can find the way myself.
- c. Lead me not into temptation, I can find the way myself.
- d. Lead me not into temptation: I can find the way myself.

___ 186. Semicolons and Colons

- a. Arguments are to be avoided, they are always vulgar and often convincing. –Oscar Wilde
- b. Arguments are to be avoided they are always vulgar and often convincing.
- c. Arguments are to be avoided: they are always vulgar and often convincing.
- d. Arguments are to be avoided; they are always vulgar and often convincing.

___ 187. Semicolons and Colons

- a. Many books require no thought from those who read them and for a very simple reason; they made no such demand upon those who wrote them. –Charles Caleb Colton
- b. Many books require no thought from those who read them and for a very simple reason, they made no such demand upon those who wrote them.
- c. Many books require no thought from those who read them and for a very simple reason: they made no such demand upon those who wrote them.
- d. Many books require no thought from those who read them and for a very simple reason they made no such demand upon those who wrote them.

___ 188. Semicolons and Colons

- a. We are not retreating; we are advancing in another direction. –General Douglas MacArthur
- b. We are not retreating we are advancing in another direction.
- c. We are not retreating, we are advancing in another direction.

___ 189. Semicolons and Colons

- a. Through all the world there goes one long cry from the heart of the artist, give me leave to do my utmost. –Isak Dineson
- b. Through all the world there goes one long cry from the heart of the artist give me leave to do my utmost.
- c. Through all the world there goes one long cry from the heart of the artist: give me leave to do my utmost.
- d. Through all the world there goes one long cry from the heart of the artist; give me leave to do my utmost.

___ 190. Semicolons and Colons

- a. We must never forget that art is not a form of propaganda, it is a form of truth. –John F. Kennedy
- b. We must never forget that art is not a form of propaganda; it is a form of truth.
- c. We must never forget that art is not a form of propaganda: it is a form of truth.
- d. We must never forget that art is not a form of propaganda it is a form of truth.

- ___ 191. Choose
- You have won the following prizes: namely, a car, a trip to Hawaii, and a bathrobe.
 - You have won the following prizes, namely; a car, a trip to Hawaii, and a bathrobe.
 - You have won the following prizes, namely: a car, a trip to Hawaii, and a bathrobe.
 - You have won the following prizes; namely, a car, a trip to Hawaii, and a bathrobe.
- ___ 192. Choose
- If you can possibly arrange it, please visit us, but if you cannot, let us know.
 - If you can possibly arrange it, please visit us; but if you cannot, let us know.
 - If you can possibly arrange it; please visit us, but if you cannot, let us know.
 - If you can possibly arrange it, please visit us: but if you cannot, let us know.
- ___ 193. Choose
- I gave her a lot of money while we were married, hence, I do not wish to pay her a dime in alimony.
 - I gave her a lot of money while we were married; hence, I do not wish to pay her a dime in alimony.
 - I gave her a lot of money while we were married; hence I do not wish to pay her a dime in alimony.
 - I gave her a lot of money while we were married: hence, I do not wish to pay her a dime in alimony.
- ___ 194. Choose
- We have a variety of desserts, for instance, apple pie.
 - We have a variety of desserts: for instance, apple pie.
 - We have a variety of desserts, for instance: apple pie.
 - We have a variety of desserts, for instance apple pie.
- ___ 195. Choose
- I needed only three cards to win namely, the ten of hearts, the jack of diamonds, and the king of hearts.
 - I needed only three cards to win, namely the ten of hearts, the jack of diamonds, and the king of hearts.
 - I needed only three cards to win, namely, the ten of hearts, the jack of diamonds, and the king of hearts.
 - I needed only three cards to win: namely, the ten of hearts, the jack of diamonds, and the king of hearts.
- ___ 196. Choose
- I needed only three cards to win, the ten of hearts, the jack of diamonds, and the king of hearts.
 - I needed only three cards to win; the ten of hearts, the jack of diamonds, and the king of hearts.
 - I needed only three cards to win: the ten of hearts, the jack of diamonds, and the king of hearts.
 - I needed only three cards to win: the ten of hearts; the jack of diamonds; and the king of hearts.
- ___ 197. Choose
- I would; therefore, like to have an explanation for the missing cash.
 - I would, therefore; like to have an explanation for the missing cash.
 - I would: therefore, like to have an explanation for the missing cash.

d. I would, therefore, like to have an explanation for the missing cash.

___ 198. Choose

- a. Nature lovers will appreciate seeing whales, sea lions, and pelicans.
- b. Nature lovers will appreciate seeing: whales, sea lions, and pelicans.
- c. Nature lovers will appreciate seeing; whales, sea lions, and pelicans.
- d. Nature lovers will appreciate seeing, whales, sea lions, and pelicans.

___ 199. Choose

- a. He has friends from Iowa and Nebraska and Illinois is his home state.
- b. He has friends from Iowa and Nebraska, and Illinois is his home state.
- c. He has friends from Iowa and Nebraska: and Illinois is his home state.
- d. He has friends from Iowa and Nebraska; and, Illinois is his home state.

___ 200. Choose

- a. We have set this restriction do your homework before watching television.
- b. We have set this restriction, do your homework before watching television.
- c. We have set this restriction; do your homework before watching television.
- d. We have set this restriction: do your homework before watching television.

___ 201. Choose

- a. He has friends from Montana, Iowa, and Nebraska, and Illinois is his home state.
- b. He has friends from Montana Iowa and Nebraska; and Illinois is his home state.
- c. He has friends from Montana, Iowa, and Nebraska; and Illinois is his home state.
- d. He has friends from Montana, Iowa, and Nebraska: and Illinois is his home state.

___ 202. Choose

- a. This is a difficult exercise: but I am having fun.
- b. This is a difficult exercise; but I am, having fun.
- c. This is a difficult exercise but I am having fun.
- d. This is a difficult exercise; but, I am having fun.

___ 203. Choose

- a. Although this is a difficult exercise, I am having fun.
- b. Although this is a difficult exercise; I am having fun.
- c. Although this is a difficult exercise: I am having fun.
- d. Although this is a difficult exercise I am having fun.

___ 204. Choose

- a. This is a difficult exercise, I am having fun though.
- b. This is a difficult exercise: I am having fun though.
- c. This is a difficult exercise; I am having fun, though.
- d. This is a difficult exercise; I am having fun though.

___ 205. Choose

- a. The man, who is wearing dark glasses, is an FBI undercover agent.
- b. The man who is wearing dark glasses; is an FBI undercover agent.
- c. The man who is wearing dark glasses is an FBI undercover agent.
- d. The man who is wearing dark glasses: is an FBI undercover agent.

___ 206. Choose

- a. That FBI agent, who is wearing dark glasses; once protected the President.
- b. That FBI agent, who is wearing dark glasses, once protected the President.

- c. That FBI agent, who is wearing dark glasses once protected the President.
- d. That FBI agent who is wearing dark glasses, once protected the President.

- ___ 207. Choose
- a. Did you John, eat my cake?
 - b. Did you, John, eat my cake?
 - c. Did you, John; eat my cake?
 - d. Did you John eat my cake?
- ___ 208. Choose
- a. Did John, eat my cake?
 - b. Did, John, eat my cake?
 - c. Did John eat my cake?
 - d. Did John; eat my cake?
- ___ 209. Choose
- a. Did his friend John eat my cake?
 - b. Did his friend, John eat my cake?
 - c. Did his friend John, eat my cake?
 - d. Did his friend John; eat my cake?
- ___ 210. Choose
- a. Did John his friend, eat the cake?
 - b. Did John, his friend; eat the cake?
 - c. Did John, his friend, eat the cake?
 - d. Did John his friend eat the cake?
- ___ 211. Choose
- a. Golden retrievers which are known to be gentle are also loyal.
 - b. Golden retrievers, which are known to be gentle, are also loyal.
 - c. Golden retrievers which are known to be gentle, are also loyal.
 - d. Golden retrievers, which are known to be gentle; are also loyal.
- ___ 212. Choose
- a. Dogs that are gentle are often good family pets.
 - b. Dogs, that are gentle, are often good family pets.
 - c. Dogs that are gentle; are often good family pets.
 - d. Dogs that are gentle, are often good family pets.
- ___ 213. Choose
- a. I would love to be rich and famous; although fame has mixed blessings.
 - b. I would love to be rich, and famous, although fame has mixed blessings.
 - c. I would love to be rich and famous although fame has mixed blessings.
 - d. I would love to be rich and famous: although fame has mixed blessings.
- ___ 214. Choose
- a. I would love to be rich and famous and famous is the first priority.
 - b. I would love to be rich and famous, and famous is the first priority.
 - c. I would love to be rich and famous; and famous is the first priority.
 - d. I would love to be rich and famous: and famous is the first priority.
- ___ 215. Choose
- a. She chose the field of journalism because of, Nellie Bly, the first woman reporter.
 - b. She chose the field of journalism, because of Nellie Bly; the first woman reporter.
 - c. She chose the field of journalism because of Nellie Bly, the first woman reporter.
 - d. She chose the field of journalism; because of Nellie Bly, the first woman reporter.
- ___ 216. Choose
- a. They built an adobe house but then they decided to move.
 - b. They built an adobe house; but, then they decided to move.
 - c. They built an adobe house: but then they decided to move.

d. They built an adobe house, but, then they decided to move.

___ 217. Choose

- a. They built an adobe house, but then decided to move.
- b. They built an adobe house; but, then decided to move.
- c. They built an adobe house: but then decided to move.
- d. They built an adobe house but then decided to move.

___ 218. Choose

- a. They built an adobe house; however, they decided to move.
- b. They built an adobe house, however, they decided to move.
- c. They built an adobe house: however, they decided to move.
- d. They built an adobe house however; they decided to move.

___ 219. Choose

- a. They built an adobe house, because they decided never to move again.
- b. They built an adobe house because they decided never to move again.
- c. They built an adobe house; because they decided never to move again.
- d. They built an adobe house; because, they decided never to move again.

___ 220. Choose

- a. Since they moved to the desert they decided to build an adobe house.
- b. Since they moved to the desert; they decided to build an adobe house.
- c. Since they moved to the desert, they decided to build an adobe house.
- d. Since they moved to the desert: they decided to build an adobe house.

Grammar Unit One Part one

Answer Section

MULTIPLE CHOICE

1. ANS: B
Explanation: Capitalize specific names of courses and those derived from proper nouns.

PTS: 1
2. ANS: C
Explanation: Capitalize words derived from proper nouns. English, German, and Italian are capitalized because they come from the proper nouns England, Germany, and Italy.

PTS: 1
3. ANS: A
Explanation: Capitalize only the first word of a salutation and the first word of a complimentary close.

PTS: 1
4. ANS: B
Explanation: Do not capitalize names of seasons.

PTS: 1
5. ANS: A
Explanation: Capitalize federal or state when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms, you may use lowercase letters.

PTS: 1
6. ANS: B
Explanation: Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms "is, are, be." Do not capitalize little words within titles such as "a, an, the, but, as, if, and, or, nor," or prepositions, regardless of their length.

PTS: 1
7. ANS: A
Explanation: Capitalize points of the compass only when they refer to specific regions. In this sentence, "northeast" is an adjective describing "part," not a region.

PTS: 1
8. ANS: A
Explanation: Capitalize any title when used as a direct address.

PTS: 1
9. ANS: C
Explanation: Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name. Do not capitalize university unless part of a proper noun, such as University of Michigan.

PTS: 1

10. ANS: A
Explanation: Capitalize a person's title when it precedes the name. Do not capitalize when the title is acting as a description following the name.
- PTS: 1
11. ANS: C
Explanation: Capitalize a proper noun.
- PTS: 1
12. ANS: B
Explanation: Capitalize only the first word of a quoted sentence.
- PTS: 1
13. ANS: B
Explanation: Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.
- PTS: 1
14. ANS: B
Explanation: Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.
- PTS: 1
15. ANS: A
Explanation: Capitalize any title when used as a direct address.
- PTS: 1
16. ANS: A
Explanation: Capitalize points of the compass when they refer to specific regions.
- PTS: 1
17. ANS: C
Explanation: Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms "is, are, be." Do not capitalize little words within titles such as "a, an, the, but, as, if, and, or, nor," or prepositions, regardless of their length.
- PTS: 1
18. ANS: B
Explanation: Capitalize "federal" or "state" when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms, you may use lowercase letters.
- PTS: 1
19. ANS: A
Explanation: Capitalize only the first word of a salutation and the first word of a complimentary close.
- PTS: 1
20. ANS: D
Explanation: Capitalize names of subjects only if they are derived from proper nouns, e.g., "English" from "England."

- PTS: 1
21. ANS: C
Explanation: Capitalize the first word of all quoted sentences.
- PTS: 1
22. ANS: B
Explanation: Capitalize a proper noun except for the preposition or other little words.
- PTS: 1
23. ANS: A
Explanation: Capitalize points of the compass only when they refer to specific regions.
- PTS: 1
24. ANS: B
Explanation: Capitalize a person's title when it precedes the name.
- PTS: 1
25. ANS: A
Explanation: Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.
- PTS: 1
26. ANS: B
Explanation: Capitalize any title when used as a direct address.
- PTS: 1
27. ANS: A
Explanation: Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms "is, are, be." Do not capitalize little words within titles such as "a, an, the, but, as, if, and, or, nor," or prepositions, regardless of their length.
- PTS: 1
28. ANS: A
Explanation: Capitalize "federal, state, county" when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms or as adjectives, use lowercase letters.
- PTS: 1
29. ANS: D
Explanation: Capitalize "federal, state, county" when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms or as adjectives, use lowercase letters.
- PTS: 1
30. ANS: B
Explanation: Capitalize only specific names of courses or courses derived from proper nouns, e.g., "English" from "England."
- PTS: 1

31. ANS: A
Explanation: Do not capitalize when only one sentence follows a sentence ending with a colon.
- PTS: 1
32. ANS: B
Explanation: Capitalize names of subjects only if they are specific or are derived from proper nouns, e.g., "English" from "England."
- PTS: 1
33. ANS: B
Explanation: Capitalize only the first word of a salutation and the first word of a complimentary close.
- PTS: 1
34. ANS: A
Explanation: Do not capitalize names of seasons.
- PTS: 1
35. ANS: A
Explanation: Do not capitalize "company, department, bureau, office" if used in a general sense.
- PTS: 1
36. ANS: C
Explanation: Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms "is, are, be." Do not capitalize little words within titles such as "a, an, the, but, as, if, and, or, nor," or prepositions, regardless of their length.
- PTS: 1
37. ANS: A
Explanation: Do not capitalize when only one sentence follows a sentence ending with a colon.
- PTS: 1
38. ANS: A
Explanation: Capitalize "federal, state, county" when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms or as adjectives, use lowercase letters.
- PTS: 1
39. ANS: A
Explanation: Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.
- PTS: 1
40. ANS: B
Explanation: Capitalize names of subjects only if they are specific or are derived from proper nouns, e.g., "English" from "England."
- PTS: 1
41. ANS: B
Explanation: Capitalize the first word of a quoted sentence.

- PTS: 1
42. ANS: B
Explanation: Capitalize only the first word of a quoted sentence.
- PTS: 1
43. ANS: A
Explanation: Capitalize a person's title when it precedes the name. Do not capitalize when the title is acting as a description following the name.
- PTS: 1
44. ANS: A
Explanation: Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.
- PTS: 1
45. ANS: B
Explanation: Capitalize points of the compass only when they refer to specific regions. In this sentence, "northeastern" is an adjective describing "part," not a region.
- PTS: 1
46. ANS: A
Explanation: Capitalize points of the compass when they refer to specific regions.
- PTS: 1
47. ANS: A
Explanation: Always capitalize the first and last words of titles of publications regardless of their parts of speech. Capitalize other words within titles, including the short verb forms "is, are, be." Do not capitalize little words within titles such as "a, an, the, but, as, if, and, or, nor," or prepositions, regardless of their length.
- PTS: 1
48. ANS: B
Explanation: Do not capitalize names of seasons.
- PTS: 1
49. ANS: B
Explanation: Do not capitalize "company, department, bureau, office" if used in a general sense. You may capitalize words such as "department, bureau, office" if used as part of proper nouns or if referring back to a proper noun. Example: The Federal Bureau of Investigation closed the case ten years ago. Because of new evidence, the Bureau reopened the case this year.
- PTS: 1
50. ANS: A
Explanation: Capitalize only the first word of a salutation and the first word of a complimentary close.
- PTS: 1
51. ANS: A
Explanation: Capitalize a proper noun.
- PTS: 1
52. ANS: A

Explanation: Capitalize a proper noun.

PTS: 1

53. ANS: B

Explanation: Do not capitalize a common noun.

PTS: 1

54. ANS: A

Explanation: Capitalize only the first word of a quoted sentence.

PTS: 1

55. ANS: B

Explanation: Capitalize the first words of quoted sentences.

PTS: 1

56. ANS: B

Explanation: Capitalize the first word of a quoted sentence.

PTS: 1

57. ANS: A

Explanation: Capitalize points of the compass when they refer to specific regions.

PTS: 1

58. ANS: B

Explanation: Capitalize words derived from proper nouns.

PTS: 1

59. ANS: A

Explanation: Do not capitalize the civil title if it is used instead of the name.

Explanation: Capitalize “federal” or “state” when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms, you may use lowercase letters.

PTS: 1

60. ANS: C

Explanation: Capitalize specific names of courses and those derived from proper nouns.

PTS: 1

61. ANS: C

Explanation: If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas.

PTS: 1

62. ANS: B

Explanation: When starting a sentence with a dependent clause, use a comma after it.

PTS: 1

63. ANS: A

Explanation: Do not use a comma to separate two adjectives when the word “and” cannot be inserted between them.

PTS: 1

64. ANS: A

Explanation: Use commas before or surrounding the name or title of a person directly addressed.

PTS: 1

65. ANS: B

Explanation: Use a comma to separate the day of the month from the year and after the year. Use a comma to separate the city from the state.

PTS: 1

66. ANS: A

Explanation: Use a comma to separate the day of the month from the year and after the year. If any part of the date is omitted, leave out the comma.

PTS: 1

67. ANS: C

Explanation: Use a comma to separate the city from the state and after the state in the body of a letter.

PTS: 1

68. ANS: C

Explanation: Use commas to surround degrees or titles used with names.

PTS: 1

69. ANS: B

Explanation: Use commas to surround an interrupting expression.

PTS: 1

70. ANS: A

Explanation: Use a comma to separate the day of the month from the year and after the year.

PTS: 1

71. ANS: C

Explanation: When starting a sentence with a dependent clause, use a comma after it.

PTS: 1

72. ANS: B

Explanation: If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas.

PTS: 1

73. ANS: B

Explanation: Use a comma to separate two independent clauses joined by coordinating conjunctions (“and, or, but, for, nor”).

PTS: 1

74. ANS: A

Explanation: If the subject does not appear in front of the second verb, do not use a comma.

- PTS: 1
75. ANS: C
Explanation: Use a comma to separate a statement from a question.
- PTS: 1
76. ANS: A
Use a comma to separate contrasting parts of a sentence.
- PTS: 1
77. ANS: C
Explanation: Use a comma when beginning sentences with introductory words such as “well, now, yes.”
When a dependent clause precedes an independent clause, use a comma.
- PTS: 1
78. ANS: B
Explanation: Use commas surrounding words such as “therefore” and “however” when they are used as interrupters.
- PTS: 1
79. ANS: B
Explanation: Use either a comma or a semicolon before introductory words such as “namely, that is, i.e., for example, e.g., for instance” when they are followed by a series of items. Use a comma after the introductory word.
- PTS: 1
80. ANS: C
Explanation: Use commas to introduce direct quotations shorter than three lines. There is no need for a comma after “man.”
- PTS: 1
81. ANS: B
Explanation: Do not use a comma when the sentence starts with an independent clause followed by a dependent clause. To avoid confusion, use commas to separate words and word groups with a series of three or more.
- PTS: 1
82. ANS: B
Explanation: Use a comma to separate two adjectives when the word “and” can be inserted between them.
- PTS: 1
83. ANS: A
Explanation: No comma is used between an adverb and an adjective.
- PTS: 1
84. ANS: B
Explanation: Use commas before or surrounding the name or title of a person directly addressed.
- PTS: 1
85. ANS: B

Explanation: Use a comma to separate the day of the month from the year and after the year.

PTS: 1

86. ANS: A

Explanation: Use a comma to separate the day of the month from the year and after the year. If any part of the date is omitted, leave out the comma.

PTS: 1

87. ANS: C

Explanation: Use a comma to separate the city from the state and after the state in the body of a letter.

PTS: 1

88. ANS: C

Explanation: Use commas to surround degrees or titles used with names.

PTS: 1

89. ANS: C

Explanation: Use commas to surround an interrupting expression.

PTS: 1

90. ANS: B

Explanation: When starting a sentence with a dependent clause, use a comma after it.

PTS: 1

91. ANS: D

Explanation: Use commas surrounding words such as “therefore” and “however” when they are used as interrupters.

PTS: 1

92. ANS: B

Explanation: Use a comma when beginning sentences with introductory words such as “well, now, yes.”

PTS: 1

93. ANS: B

Explanation: Use a comma to separate a statement from a question.

PTS: 1

94. ANS: B

Explanation: Use commas to introduce or interrupt direct quotations shorter than three lines.

PTS: 1

95. ANS: A

Explanation: If the subject does not appear in front of the second verb, do not use a comma.

PTS: 1

96. ANS: A

Explanation: Use a comma to separate two independent clauses joined by coordinating conjunctions (“and, or, but, for, nor”). You may omit the comma if the independent clauses are both short. Do not use commas after coordinating conjunctions.

PTS: 1

97. ANS: A

Explanation: If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas. In this sentence, "the girl" is not sufficient identification so the phrase following is not surrounded with commas.

PTS: 1

98. ANS: B

Explanation: Use a comma after phrases of more than three words that begin a sentence.

PTS: 1

99. ANS: C

Explanation: Use a comma to separate the day of the month from the year and after the year.

PTS: 1

100. ANS: C

Explanation: A comma splice is an error caused by joining two independent clauses with only a comma instead of separating the clauses with a conjunction, a semicolon, or a period. A run-on sentence, which is incorrect, is created by joining two independent clauses without any punctuation.

PTS: 1

101. ANS: B

Explanation: If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas.

PTS: 1

102. ANS: C

Explanation: Do not use commas to separate only two nouns.

PTS: 1

103. ANS: B

Explanation: Use commas to surround an interrupting expression.

PTS: 1

104. ANS: A

Explanation: Use a comma to separate the city from the state and after the state in the body of a letter. If any part of the date is omitted, leave out the comma.

PTS: 1

105. ANS: D

Explanation: To avoid confusion, use commas to separate words and word groups with a series of three or more.

PTS: 1

106. ANS: B

Explanation: Use commas before or surrounding the name or title of a person directly addressed.

PTS: 1

107. ANS: D

Explanation: When starting a sentence with a dependent clause, use a comma after it.

- PTS: 1
108. ANS: D
Explanation: Do not use a comma when the sentence starts with an independent clause followed by a dependent clause.
- PTS: 1
109. ANS: A
Explanation: Use a comma to separate two independent clauses joined by coordinating conjunctions (“and, or, but, for, nor”). You can omit the comma if the independent clauses are both short.
- PTS: 1
110. ANS: C
Explanation: If the subject does not appear in front of the second verb, do not use a comma.
- PTS: 1
111. ANS: C
Explanation: If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas. In this sentence, "girls" is not sufficient identification so no commas surround the clause following.
- PTS: 1
112. ANS: B
Explanation: Do not use a comma when the sentence starts with an independent clause followed by a dependent clause.
- PTS: 1
113. ANS: A
Explanation: Use commas to surround an interrupting expression.
- PTS: 1
114. ANS: D
Explanation: Use a comma to separate the city from the state and after the state in the body of a letter.
- PTS: 1
115. ANS: B
Explanation: Use a comma to separate the day of the month from the year and after the year.
- PTS: 1
116. ANS: B
Explanation: To avoid confusion, use commas to separate words and word groups with a series of three or more.
- PTS: 1
117. ANS: C
Explanation: Use commas before or surrounding the name or title of a person directly addressed.
- PTS: 1
118. ANS: D

Explanation: Do not use a comma when the sentence starts with an independent clause followed by a dependent clause.

PTS: 1

119. ANS: D

Explanation: Use a comma to separate two independent clauses joined by coordinating conjunctions (“and, or, but, for, nor”).

PTS: 1

120. ANS: A

Explanation: If the subject does not appear in front of the second verb, do not use a comma.

PTS: 1

121. ANS: B

Explanation: Use commas to introduce direct quotations shorter than three lines.

PTS: 1

122. ANS: B

Explanation: Use a comma to separate a statement from a question.

PTS: 1

123. ANS: A

Explanation: Use a comma after phrases of more than three words that begin a sentence. If the phrase has fewer than three words, the comma is optional.

PTS: 1

124. ANS: D

Explanation: Use a comma when an “-ly” adjective is used with other adjectives. Use a comma to separate contrasting parts of a sentence.

PTS: 1

125. ANS: B

Explanation: No comma is used between an adverb and an adjective. In this sentence, "brightly" is an adverb describing the adjective "colored."

PTS: 1

126. ANS: C

Explanation: Use a comma to separate two adjectives when the word “and” can be inserted between them.

PTS: 1

127. ANS: A

Explanation: If the subject does not appear in front of the second verb, do not use a comma.

PTS: 1

128. ANS: D

Explanation: Use a comma when beginning sentences with introductory words such as “well, now, yes.”

PTS: 1

129. ANS: C

Explanation: Do not use a comma when the sentence starts with an independent clause followed by a dependent clause.

PTS: 1

130. ANS: B

Explanation: Use commas to surround degrees or titles used with names.

PTS: 1

131. ANS: C

Explanation: Use a comma to separate contrasting parts of a sentence.

PTS: 1

132. ANS: B

Explanation: Use a comma to separate two adjectives when the word "and" can be inserted between them.

PTS: 1

133. ANS: A

Explanation: If the phrase at the beginning of the sentence has fewer than three words, the comma is optional. No other comma is needed.

PTS: 1

134. ANS: C

Explanation: If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas.

PTS: 1

135. ANS: D

Explanation: If something or someone is sufficiently identified, the description following it is considered nonessential and should be surrounded by commas. In this sentence, "the man" is not sufficient identification so the clause following is not surrounded by commas.

PTS: 1

136. ANS: B

Explanation: Use a comma to separate two independent clauses joined by coordinating conjunctions ("and, or, but, for, nor"). Do not use commas after coordinating conjunctions.

PTS: 1

137. ANS: B

Explanation: Use a comma when beginning sentences with introductory words such as "well, now, yes."

PTS: 1

138. ANS: D

Explanation: Use commas surrounding words such as "therefore" and "however" when they are used as interrupters.

PTS: 1

139. ANS: C

Explanation: Use a comma when an "-ly" adjective is used with other adjectives. To test whether an "-ly" word is an adjective, see if it can be used alone with the noun. If it can, use the comma.

- PTS: 1
140. ANS: B
Explanation: Two independent clauses separated by a conjunction need a comma. Do not use commas after coordinating conjunctions.
- PTS: 1
141. ANS: B
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
142. ANS: C
Explanation: In this sentence, "therefore" is not introducing an independent clause so it is an interrupter. Use commas to surround interrupters.
- PTS: 1
143. ANS: A
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
144. ANS: D
Explanation: Use either a semicolon or a comma before introductory words such as "namely, however, therefore, that is, i.e., for example, e.g., for instance" when they introduce a list following a complete sentence. Use a comma after the introductory word.
- PTS: 1
145. ANS: B
Explanation: Use a comma before introductory words such as "namely, that is, i.e., for example, e.g., for instance" when they are followed by only one item. Use a comma after the introductory word.
- PTS: 1
146. ANS: C
Explanation: Use the semicolon between two sentences that are joined by a conjunction but already have one or more commas within the first sentence.
- PTS: 1
147. ANS: A
Explanation: Use commas to surround an interrupting expression.
- PTS: 1
148. ANS: D
Explanation: Use the semicolon to separate units of a series when one or more of the units contain commas.
- PTS: 1
149. ANS: C
Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as "namely, for example, that is" do not appear.
- PTS: 1

150. ANS: C
Explanation: Use a comma to separate two sentences joined by a coordinating conjunction ("and, but, or, for, nor").
- PTS: 1
151. ANS: C
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
152. ANS: B
Explanation: Use the semicolon to separate units of a series when one or more of the units contain commas.
- PTS: 1
153. ANS: A
Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as "namely, for example, that is" do not appear.
- PTS: 1
154. ANS: C
Explanation: It is preferable to use a semicolon before introductory words such as "namely, however, therefore, that is, i.e., for example, e.g., for instance" when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.
- PTS: 1
155. ANS: B
Explanation: When there is no introductory word in front of the list and the sentence itself is not complete prior the list, use no punctuation to introduce the list.
- PTS: 1
156. ANS: A
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
157. ANS: C
Explanation: Use the colon to follow the salutation of a business letter even when addressing someone by his/her first name. Never use a semicolon after a salutation. A comma is used after the salutation for personal correspondence.
- PTS: 1
158. ANS: C
Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as "namely, for example, that is" do not appear.
- PTS: 1
159. ANS: B
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

- PTS: 1
160. ANS: C
Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.
- PTS: 1
161. ANS: B
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
162. ANS: C
Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.
- PTS: 1
163. ANS: C
Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as “namely, for example, that is” do not appear.
- PTS: 1
164. ANS: B
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
165. ANS: C
Explanation: Use the semicolon to separate units of a series when one or more of the units contain commas.
- PTS: 1
166. ANS: A
Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.
- PTS: 1
167. ANS: A
Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as “namely, for example, that is” do not appear.
- PTS: 1
168. ANS: C
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
169. ANS: B

Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.

PTS: 1

170. ANS: A

Explanation: Use either a semicolon or a comma before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a list following a complete sentence. Use a comma after the introductory word.

PTS: 1

171. ANS: B

Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

PTS: 1

172. ANS: B

Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.

PTS: 1

173. ANS: A

Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.

PTS: 1

174. ANS: B

Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.

PTS: 1

175. ANS: C

Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as “namely, for example, that is” do not appear.

PTS: 1

176. ANS: C

Explanation: Use the semicolon to separate units of a series when one or more of the units contain commas.

PTS: 1

177. ANS: A

Explanation: Use only a comma after "job" because a complete sentence does not precede it. Use only commas, not semicolons for the list because there are no other commas within the listed instructions.

PTS: 1

178. ANS: C

Explanation: Use only a comma after "job" because a complete sentence does not precede it. Use a colon for the list.

PTS: 1

179. ANS: B

Explanation: Use the semicolon between two sentences that are joined by a conjunction but already have one or more commas within the first sentence.

PTS: 1

180. ANS: C

Explanation: Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.

PTS: 1

181. ANS: B

Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

PTS: 1

182. ANS: A

Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out. Use the comma to replace missing words. In this sentence, the missing words are "cause happiness."

PTS: 1

183. ANS: C

Explanation: Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.

PTS: 1

184. ANS: D

Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as "namely, for example, that is" do not appear.

PTS: 1

185. ANS: A

Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

PTS: 1

186. ANS: D

Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

PTS: 1

187. ANS: C

Explanation: Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.

PTS: 1

188. ANS: A

Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

PTS: 1

189. ANS: C

Explanation: Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.

PTS: 1

190. ANS: B

Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.

PTS: 1

191. ANS: D

Explanation: Use either a semicolon or a comma before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a list following a complete sentence. Use a comma after the introductory word.

PTS: 1

192. ANS: B

Explanation: Use the semicolon between two sentences that are joined by a conjunction but already have one or more commas within the first sentence.

PTS: 1

193. ANS: B

Explanation: It is preferable to use a semicolon before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.

PTS: 1

194. ANS: A

Explanation: Use a comma before introductory words such as “namely, that is, i.e., for example, e.g., for instance” when they are followed by only one item. Use a comma after the introductory word.

PTS: 1

195. ANS: C

Explanation: Use either a semicolon or a comma before introductory words such as “namely, however, therefore, that is, i.e., for example, e.g., for instance” when they introduce a list following a complete sentence. Use a comma after the introductory word.

- PTS: 1
196. ANS: C
Explanation: Use the colon after a complete sentence to introduce a list of items when introductory words such as “namely, for example, that is” do not appear.
- PTS: 1
197. ANS: D
Explanation: In this sentence, "therefore" is not introducing an independent clause so it is an interrupter. Use commas to surround interrupters.
- PTS: 1
198. ANS: A
Explanation: when there is no introductory word in front of the list and no complete sentence introducing the list, use no punctuation to separate the list from the rest of the sentence.
- PTS: 1
199. ANS: B
Explanation: In this sentence, a comma is needed to clarify a break or the reader would think that he has friends from Iowa, Nebraska, and Illinois.
- PTS: 1
200. ANS: D
Explanation: Use a colon instead of a semicolon between two sentences when the second sentence explains or illustrates the first sentence and no coordinating conjunction is being used to connect the sentences. If only one sentence follows the colon, do not capitalize the first word of the new sentence. If two or more sentences follow the colon, capitalize the first word of each sentence following.
- PTS: 1
201. ANS: C
Explanation: Use the semicolon between two sentences that are joined by a conjunction but already have one or more commas within the first sentence.
- PTS: 1
202. ANS: C
Explanation: When connecting two short independent clauses, the comma in front of the coordinating conjunction is optional. Do not use a semicolon in front of a coordinating conjunction unless one or more commas appear in the first independent clause. Do not use punctuation after the coordinating conjunction.
- PTS: 1
203. ANS: A
Explanation: Use a comma after a dependent clause that begins a sentence.
- PTS: 1
204. ANS: D
Explanation: Use a semicolon in place of a period to separate two sentences where the conjunction has been left out.
- PTS: 1
205. ANS: C

Explanation: In this sentence, "who is wearing dark glasses" is an essential clause, meaning that it is necessary to identify the man. Essential clauses are not surrounded by any punctuation.

PTS: 1

206. ANS: B

Explanation: In this sentence, "who is wearing dark glasses" is not an essential clause because "that FBI agent" is considered sufficient identification. Nonessential clauses are surrounded with commas.

PTS: 1

207. ANS: B

Explanation: Names used as a direct address are surrounded with commas.

PTS: 1

208. ANS: C

Explanation: Surround a name with commas only when it is used as a direct address.

PTS: 1

209. ANS: A

Explanation: In this sentence, "John" is necessary to identify "his friend." Do not surround necessary words, phrases, or clauses with commas.

PTS: 1

210. ANS: C

Explanation: In this sentence, "his friend" is a nonessential identifier because "John" is already named. Surround nonessential words, phrases, and clauses with commas.

PTS: 1

211. ANS: B

Explanation: In this sentence, "which are known to be gentle" is a nonessential clause because "golden retrievers" is sufficient identification. Surround nonessential clauses with commas.

PTS: 1

212. ANS: A

Explanation: In this sentence, "that are gentle" is an essential clause identifying "dogs." Essential clauses are introduced with "that." No commas are used to surround essential clauses.

PTS: 1

213. ANS: C

Explanation: "Although" introduces a dependent clause. When an independent clause precedes a dependent clause, no punctuation is needed between them.

PTS: 1

214. ANS: B

Explanation: In this sentence, the comma is used both to indicate a break necessary for the reader's understanding as well as to separate two independent clauses connected by a coordinating conjunction.

PTS: 1

215. ANS: C

Explanation: In this sentence, "the first woman reporter" is a nonessential description since "Nellie Bly" is sufficient identification. Use a comma to introduce nonessential descriptions.

PTS: 1

216. ANS: A

Explanation: The comma is optional in front of a coordinating conjunction when connecting two short independent clauses.

PTS: 1

217. ANS: D

Explanation: Do not use a comma in front of a coordinating conjunction when what follows is not an independent clause. In this sentence, "then decided to move" does not contain a subject so is not a clause.

PTS: 1

218. ANS: A

Explanation: It is preferable to use a semicolon before introductory words such as "namely, however, therefore, that is, i.e., for example, e.g., for instance" when they introduce a complete sentence. It is also preferable to use a comma after the introductory word.

PTS: 1

219. ANS: B

Explanation: Subordinating conjunctions ("because, although, since, if") introduce dependent clauses. When an independent clause comes before a dependent clause, do not use a comma.

PTS: 1

220. ANS: C

Explanation: When a dependent clause begins a sentence, use a comma after it.

PTS: 1