

End Punctuation 1

Periods, exclamation points, and question marks are used at the ends of sentences. Usually, these marks will mean that you have come to the end of a complete thought—either a statement or a question. (See 579.1, 580.1, and 580.4 in *Write Source* for more information.)



Examples

People must sleep to stay healthy.

(A period marks the end of a complete thought.)

How many hours of sleep do we need each day?

(A question mark indicates a question.)

My older brother once slept for 12 straight hours!

(An exclamation point expresses strong feelings or emphasis.)

Directions

Put periods, question marks, and exclamation points where they are needed in the following paragraphs. Also supply the needed capital letters at the beginnings of sentences. The first one has been done for you.

- 1 You know, of course, that people need to sleep. ^H Have you ever
- 2 heard that if you work hard during the day, you'll sleep well during
- 3 the night
- 4 Actually, there is another reason for sleep scientists now feel that
- 5 the need for sleep goes beyond your physical state your brain needs
- 6 sleep, too, and it will not function normally for long without sleep it
- 7 is now known that people need to dream in order to maintain healthy
- 8 brains
- 9 Scientists have found that everyone dreams if people do not
- 10 dream, their brains will stop working normally if you go without

11 dreaming, you will become upset very easily after a while, you may
12 even suffer memory loss the effects of dreamlessness may last for
13 weeks or months just think about that

14 Why is dreaming so necessary scientists are not sure of the
15 answer during sleep, the brain really doesn't rest it is very active all
16 night long the brain needs the special kind of activity it gets while
17 you sleep

18 You need to help your brain function properly don't stay up late
19 to watch TV or do homework do some good dreaming instead

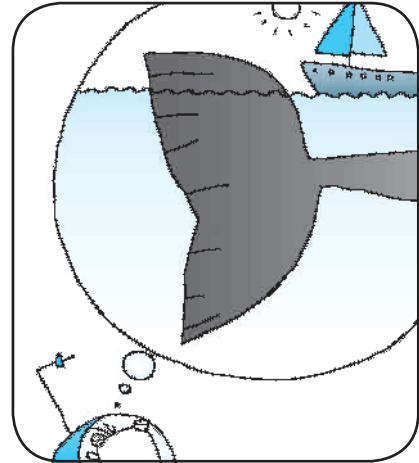
Next Step Write a paragraph about a time when you were really tired, but you had to stay awake. Use all three kinds of end punctuation in your paragraph—periods, question marks, and exclamation points.

End Punctuation 2

Periods, question marks, and exclamation points are used to mark the ends of sentences; but periods have other uses also. (See page 579 and 600.1 in *Write Source* for all the rules covering periods.)

Directions

Place periods, question marks, and exclamation points where they belong in the following narrative. Add capital letters to the beginnings of sentences. The first sentence has been done for you.



1 ^Did you know that the world's largest animal lives in the water?[?]
 2 it's the blue whale this type of whale generally weighs 110 to 150 tons
 3 that's heavier than the biggest dinosaur that ever lived Peter J Fromm
 4 tells some amazing stories about this gentle giant in his book *Whale*
 5 *Tales: Human Interaction with Whales*

6 The blue whale can survive for six months without eating a thing
 7 how does it do that it lives off its own blubber wouldn't you think
 8 that this huge creature would go after a shark or an octopus when
 9 it is hungry no, the blue whale exists almost completely on a diet of
 10 shrimp-like animals called krill

11 Endangered whales include blue whales, humpback whales,
 12 fin whales, and sperm whales in the 1970s an organization called
 13 Greenpeace drew attention to the plight of whales everywhere this
 14 organization tried to get whaling stopped how did they do this

15 Greenpeace created media stunts they placed a small inflatable
16 lifeboat between a large whaling vessel and the whale it was hunting
17 this made great pictures for television and newspapers and got many
18 people on the whales' side

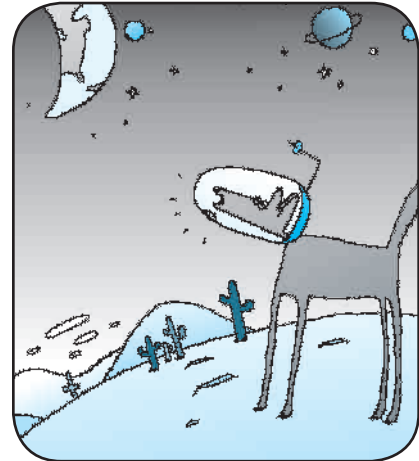
19 “Save the whales” became a common battle cry people who hadn't
20 thought much about whales before joined the crusade bumper stickers
21 carried the message across the country

22 All of this publicity led to a ban on commercial whaling for
23 five years not every country agreed to the ban, but whaling was
24 dramatically decreased the gigantic blue whale now has a chance to be
25 around for many centuries hurrah for the whales

Next Step Whales, elephants, and cattle have the same names for the male, female, and young of their species. Without researching the topic, write a paragraph that explains why *you* think these three species share names.

Commas Between Items in a Series

Commas are used to separate a series of three or more words, phrases, or clauses. They are also used in big numbers. (See 582.1 and 582.2 in *Write Source* for more information and examples.)



Examples

Sand is made up of tiny pieces of rocks, shells, and lava.

(Commas are used to separate words in a series.)

Strong winds, pounding waves, and changing temperatures gradually turn rocks into sand.

(Commas are used to separate phrases in a series.)

Waves pound against the coastline, water freezes in the cracks of the rocks, and the rocks split apart.

(Commas are used to separate clauses in a series.)

Collecting 1,000,000 sand dollars won't make you rich.

(Commas are used to keep big numbers clear.)

Directions

Use commas correctly in the sentences below. The first sentence has been done for you.

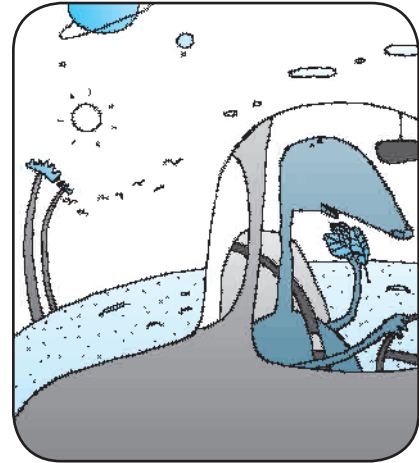
1. The five largest deserts in the world are the Sahara[^], the Australian[^], the Arabian[^], the Gobi[^], and the Kalahari.
2. These deserts are found in Africa Australia Southwest Asia and Central Asia.
3. The Sahara Desert covers 9 0 6 5 0 0 0 square kilometers the Gobi Desert covers 1 2 9 5 0 0 0 square kilometers and Death Valley in the United States covers only 1 3 5 0 0 square kilometers.
4. Deserts are made up of rocks gravel or sand.

5. Death Valley is the driest hottest and lowest place in North America.
6. Over the course of time, the Sahara has been covered by ice seawater forests and grass.
7. Sandstorms have been known to whip up the sand as high as 1 0 0 0 0 feet with the power to sandblast the paint off a car a truck or an airplane.
8. The Gobi Desert is located on the border between China and Mongolia and lies on a plateau that is between 2 9 5 0 and 4 9 2 0 feet high.
9. Fossilized eggs bones and the skeleton of a giant tyrannosaur have been found in the Gobi Desert.
10. The world's deserts are growing because of improper farming mining and the destruction of trees.

Next Step What are the hottest places that you have ever lived in or visited? Write a sentence that includes a list of these places (punctuated with commas, of course). Then write a paragraph that describes one of these places using lists of words, phrases, and clauses.

Commas to Set Off Nonrestrictive Phrases and Clauses

A phrase or clause that is not needed to complete the meaning of a sentence is called a **nonrestrictive phrase** or **clause**. A nonrestrictive phrase or clause adds “extra” information and is set off with commas. A phrase or clause that is needed to complete the meaning of a sentence is called a **restrictive phrase** or **clause**. A restrictive phrase or clause is not set off with commas. (See 584.1 in *Write Source*.)



Examples

Nonrestrictive Phrase:

Many things, from leaves to dinosaurs, can become fossils.

(The underlined phrase is “nonrestrictive” because the meaning of the sentence is complete without it.)

Restrictive Clause:

Anything that can be preserved for a long time can become a fossil.

(The underlined clause is “restrictive” because the meaning of the sentence is not complete without it.)

Directions

This activity gives you practice identifying nonrestrictive and restrictive phrases and clauses. On the line before each sentence below, write whether the underlined phrase or clause is “nonrestrictive” or “restrictive.” The first sentence has been done for you.

nonrestrictive

1. Sharks, which do not have bones, rarely leave fossils.

_____ 2. The soft cartilage that makes up sharks’ skeletons dissolves over time.

_____ 3. The only part of a shark that lasts for millions of years is its teeth!

- _____ 4. Recently scientists found the first fossils of Gigantosaurus, which means “monstrous lizard.”
- _____ 5. Gigantosaurus, which lived in South America, was even bigger than Tyrannosaurus rex.
- _____ 6. Rancho La Brea Tar Pit and Dinosaur National Monument are two places that have a lot of dinosaur fossils.
- _____ 7. Many insects become fossilized when they get stuck in amber.
- _____ 8. David Shiffler, who was born in 1992, is already a famous fossil finder.
- _____ 9. On a camping trip when he was three, David found something that he thought was a dinosaur egg.
- _____ 10. David’s father didn’t believe him, but David was right, according to a fossil expert.
- _____ 11. Emily Bray, a fossil expert, said the egg that David found was 150 million years old.

Next Step Each sentence below has one nonrestrictive phrase or clause and one restrictive phrase or clause. Write “N” above each nonrestrictive phrase or clause and “R” above each restrictive phrase or clause.

1. Petoskey stones, which are found in Petoskey, Michigan, have fossils that can only be seen when the stones are wet.
2. Explorers Lewis and Clark, when they were in Montana, found dinosaur bones that they thought were the bones of huge elephants.

Commas to Set Off Explanatory Phrases

Commas are used to set off phrases that rename or explain nouns. (See 586.1 and 588.4 in *Write Source* for more information.)

Examples

The rattlesnake, a poisonous snake common in the United States, rattles its tail when a person or an animal gets too close.

(Commas separate an appositive from the rest of the sentence. An appositive renames the noun it follows.)

Snakes, legless reptiles located on most continents, are affected by the temperature of the air and the ground.

(Commas are used to separate an explanatory phrase from the rest of the sentence.)

Directions

Add commas to the sentences below. If a sentence is already correct, write "correct" on the line. The first sentence has been done for you.

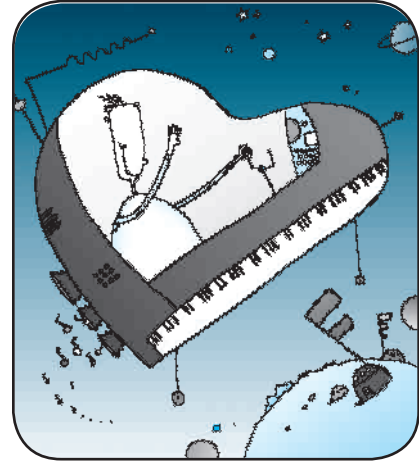
1. _____ There are two types of snakes, poisonous and nonpoisonous.
2. _____ The water moccasin a poisonous snake found in southern swamps is known for its dark body and white mouth.
3. _____ Although many people are afraid of snakes, these animals which are actually very timid help control pest populations.
4. _____ Certain snakes use poison to kill rats and mice their main food source.
5. _____ All snakes poisonous and nonpoisonous have scales on their bodies.
6. _____ Wider scales which are found on the belly of a snake are used to move it forward.

7. _____ The scales must push against the ground so that a snake can move, so a snake is helpless on glass a very smooth material.
8. _____ In northern states, the garter snake a harmless yellow-and-black-striped reptile is often found in backyards.
9. _____ Never pick up poisonous snakes, which have heads shaped like arrowheads.
10. _____ In the Southwest, the sidewinder a snake that lives in the desert moves sideways by touching only two points of its body to the ground to avoid being burned by hot sand.
11. _____ Although the blue racer a snake of meadows and forests sounds like a fast-moving snake, it can only go four miles an hour.
12. _____ The royal python which has bright colors and is very popular with pet owners will often curl itself into a ball when it is frightened.
13. _____ The left lung very small in some snakes is actually missing in many others.
14. _____ There are no snakes in Ireland, an island near the western coast of Europe.

Next Step Write five sentences that contain appositives. Write about animals and facts you know about them. For example, *A dog, my favorite pet, is very loyal to its owner.* (Don't forget to use commas correctly.)

Commas to Separate Long Introductory Phrases and Clauses

Commas are used to separate long phrases and clauses from the rest of a sentence. Commas are also used to separate two or more adjectives that equally modify the same noun. (See 586.2 and 590.1 in *Write Source* for more information.)



Examples

After a long period of time, the origin of a piece of music is often forgotten.

(A comma is placed after a long introductory phrase.)

When people write classical music, they are called composers.

(A comma is placed after an introductory clause.)

Not all composers are trained, professional musicians.

(Place commas between two or more adjectives that equally describe the same noun.)

Directions

Add commas to the following sentences. If the sentence is already correct, write “correct” on the line. The first sentence has been done for you.

1. _____ Although you may find it hard to believe, “Chopsticks”
was actually composed by someone.
2. _____ Loud pounding versions of “Chopsticks” have been played by
many beginning pianists.
3. _____ The person who created “Chopsticks” was a talented high-
strung teenager from Great Britain named Euphemia Allen.
4. _____ When the tune first appeared in 1877 it was called “The
Celebrated Chopsticks Waltz, Arranged as a Duet and Solo
for the Pianoforte.”

5. _____ Then the long complicated name of the piece was shortened to simply “Chopsticks.”
6. _____ The term “pianoforte” is just a fancy name for “piano.”
7. _____ You might think that “Chopsticks” was named after the long thin eating utensils used by the Chinese.
8. _____ As a matter of fact the name “Chopsticks” comes from the chopping motion the fingers make while playing this music.
9. _____ At the time that Euphemia wrote her “masterpiece” one-finger piano pieces were popular with children.
10. _____ Little did she know that she was composing such a timeless universal piece of music.

Next Step Write a paragraph that explains how to play a musical instrument, a sport, or a game. Use at least two long introductory phrases or clauses (“Before you pick up the bat, . . .” or “After placing both hands on the keyboard, . . .”) in your paragraph.

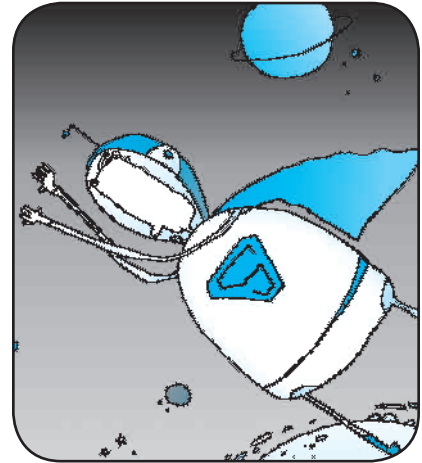
Commas in Compound Sentences

A comma is used between two independent clauses that are joined by a coordinating conjunction. (See 590.2 in *Write Source* for more information.)

Example

People have always dreamed of flying, but the earliest recorded flight took place in 1793.

(A comma is used between two independent clauses joined by the coordinating conjunction “but.”)



Directions

Add commas to the sentences below. The first sentence has been done for you.

1. The Montgolfier brothers were the first to fly in a hot-air balloon, and people were astonished.
2. No one thought the Wright brothers' flying machine would work but that didn't stop the brothers from trying.
3. Their airplane was called *Flyer I* and it flew for a full 12 seconds.
4. *Flyer I* flew less than 100 feet yet it put the Wright brothers in the history books.
5. At one time, the Concorde aircraft flew at twice the speed of sound and it crossed the Atlantic in less than three hours.
6. Each year, nearly a billion people fly on airplanes and that's just on commercial flights.
7. Now it's possible to “fly” anywhere in the world and you do it on the Internet.


Directions

Complete the following sentences with a comma, a conjunction, and a second independent clause. The first one has been done for you.

1. Neither the Montgolfier brothers nor the Wright brothers would believe it,
but air travel is now a normal part of everyday life.
-
-

2. My brother has flown three times
-
-

3. Flying is a very safe form of transportation
-
-

4. Most passenger planes do not fly faster than the speed of sound
-
-

5. Some big planes hold more than 350 people
-
-

6. Stunt flying seems very scary
-
-

Next Step Write a paragraph about some other form of transportation. Use at least three compound sentences (independent clauses joined by commas and coordinating conjunctions).

Comma Practice 1

Commas are used to separate words, phrases, or clauses in sentences. Commas make writing easier to read. (See pages 582–590 in *Write Source*.)

Examples

After I drank the entire quart of orange juice, my stomach felt kind of queasy.

(The comma after “juice” separates an adverb clause from the main sentence, or independent clause, that follows it.)

I like grape jam, cream cheese, and green olives on a sandwich.

(The commas separate a series of words.)

My brother likes peanut-butter sandwiches, but I think they’re boring.

(The comma separates two independent clauses.)



Directions

Read the paragraph that follows and add commas where you think they are needed. Use the examples above as your guide.

1 I use a computer for producing final drafts but I can't actually
 2 write on it. I turn it on listen to it boot up put my fingers on the
 3 keyboard, and then . . . nothing. On the other hand writing on paper
 4 makes me feel as if I can conquer the whole world. When I see the
 5 ink on the page I know I'm making my mark. The words are like
 6 clay in my hands and I can rework them until they're right. I may
 7 change words two three or four times before I am satisfied. On the
 8 computer screen words seem to be written in stone. They stare out at
 9 me and I find it difficult to work with them.

Next Step Exchange your work with a classmate and check each other's work. If you have questions, refer to *Write Source*.

Comma Practice 2

Commas are used to set off interjections, nouns of direct address, and words and phrases that interrupt a sentence. (See 584.3, 588.2, and 588.3 in *Write Source* for more information.)

Examples

Hey, where is Pensacola?

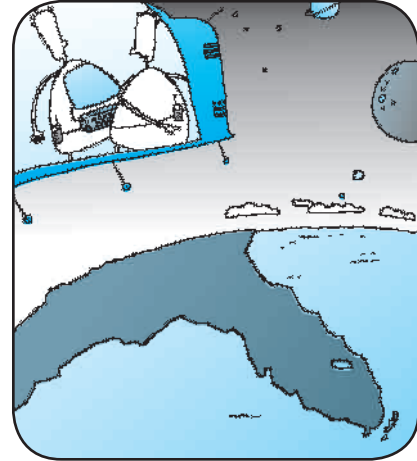
(Commas are used to set off interjections.)

Jim, Pensacola is in Florida.

(Commas are used to set off nouns of direct address.)

More specifically, Pensacola is in the Florida panhandle.

(Commas are used to set off a word, phrase, or clause that introduces a sentence.)



Directions

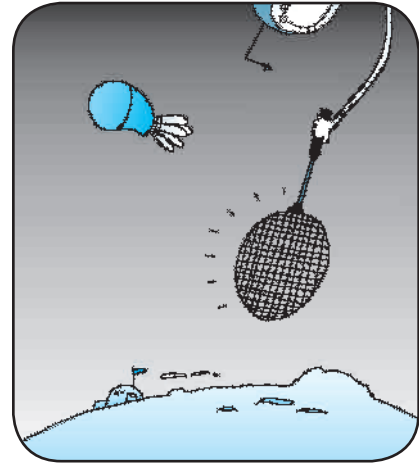
Add commas to the sentences below. The first sentence has been done for you.

- 1 “Jim, have you ever heard of a city named Peculiar in Missouri?”
- 2 “No I’ve heard of Normal, Illinois, but not Peculiar, Missouri.”
- 3 “As a matter of fact Jim lots of U.S. towns have unusual names.”
- 4 “Yes I know. For example there’s a town called Why in Arizona.”
- 5 “Hmm that’s pretty close to Whynot, Mississippi.”
- 6 “Right Joe. Do you think it’s safe to live in Accident, Maryland?”
- 7 “Hey I wouldn’t risk it. By the way I wonder if all the folks in
- 8 Library, Pennsylvania, and in Magazine, Arkansas, are good readers.”

Next Step Continue this conversation between Joe and Jim. Add two more sentences with funny or interesting place names. Use direct address (*Joe, Jim*), interrupters (*for example*), and interjections (*hey, no kidding*).

Comma Practice 3

Here's a chance for you to practice four important uses of commas. Review the examples below before you begin your work. (Also see 582.1, 584.3, and 590.1–590.2 in *Write Source* for more examples.)



Examples

- (A)** A comma is used between two independent clauses connected with a coordinating conjunction (a compound sentence):
I work very hard from Monday through Friday, but I enjoy myself on weekends.
- (B)** Commas separate items in a series:
Attending school, going to soccer practice, and completing homework take up all of my time during the week.
- (C)** A comma separates a long introductory phrase or clause from the rest of the sentence:
When Friday night arrives, I'm totally exhausted.
- (D)** Commas set off phrases that interrupt the main thought:
I'm so tired, in fact, that I usually fall asleep really early.

Directions

Find the rule ("A," "B," "C," or "D") that applies to the commas used in the first six sentences below. Then write the correct letter on each line. For the last five sentences, you must supply both the commas and the letters. The first sentence has been done for you.

1. B I like shopping, reading, and playing badminton on weekends.
2. _____ My mother, on the other hand, loves to take piles of work home with her.
3. _____ I would love to go to the movies, but I have my final soccer match.
4. _____ When I wake up on Saturday morning, I head straight for the sweet rolls in the kitchen.
5. _____ I have to pick up my room, clear the kitchen table, and walk the dog before I can go out.

6. _____ Although Josie is my best friend at school, I do more things with Anna on weekends.
7. _____ When I see blue sky through my window I always feel like smiling.
8. _____ Lawrence could finally catch his breath after taking a shower rushing through breakfast and running to his game.
9. _____ Jackie watched three movies believe it or not before she developed a major headache.
10. _____ My mother often tells me I'm pretty yet I try to hide behind my hair.
11. _____ In the last part of fall I like to rake up huge piles of leaves and jump in them.


Directions

Write original sentences according to the directions provided below. (Make sure to use commas correctly in your sentences.)

1. Write a compound sentence using the connecting word *but*.

2. Write a sentence that includes a series of words or phrases.

3. Write a sentence that includes a long introductory phrase or clause.

4. Write a sentence that includes a phrase that interrupts the sentence's main thought.

Semicolons and Colons

Both semicolons and colons have several uses, including the ones shown in the examples below. Study these examples and the ones in *Write Source* (pages 594 and 596) before you start your work.

Examples

Quartz is the most common mineral found in the world; ordinary sand is made up mostly of quartz.

(A semicolon can be used to join two independent clauses that are not connected with a coordinating conjunction—“and,” “or,” “but.”)

There are many varieties of quartz: agate, amethyst, flint, jasper, onyx.

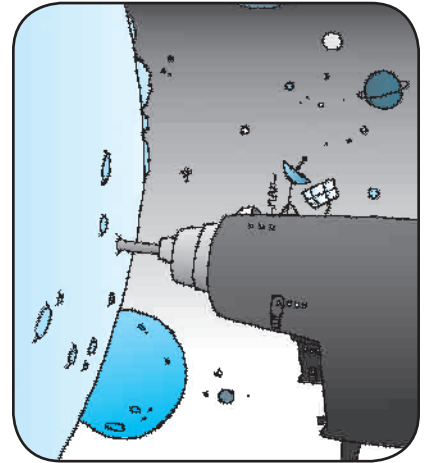
(A colon can be used to introduce a list.)

Quartz is a very hard mineral; however, it is not as hard as diamond.

(A semicolon is used to join two independent clauses when the clauses are connected by a conjunctive adverb—“however,” “therefore,” “as a result,” “for example,” and so on.)

A geologist named David Vister stated this fact: “Erosion does not wear away quartz as rapidly as most other rock materials.”

(A colon may be used to formally introduce a quotation.)



Directions

Add semicolons and colons to the sentences below. The first sentence has been done for you.

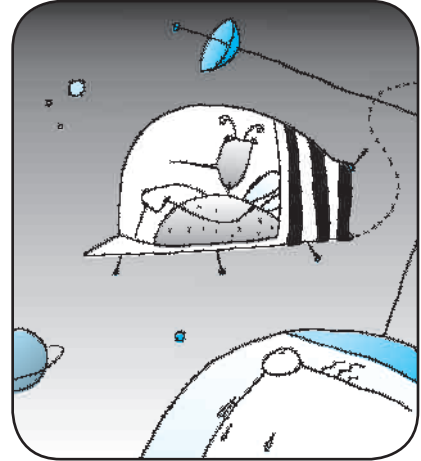
1. The earth contains many kinds of minerals; moreover, some of the same minerals have been found on the moon, on other planets, and in meteorites.
2. Quartz is used in making the following items watches and clocks, heat-resistant glass, microscope lenses, and sandpaper.
3. Minerals are solid, nonliving materials in the soil rocks are combinations of minerals.

4. There are three kinds of rocks igneous, sedimentary, and metamorphic.
5. Granite, marble, and quartzite are considered hard rocks limestone, sand, and shale are considered soft rocks.
6. Geologists study rocks by drilling deep into the crust of the earth they also use aerial photography and satellites to get information about the earth's surface.
7. Not every precious gem comes from minerals for example, pearls come from oysters, which are living things.
8. The most precious stones are the following emeralds, rubies, sapphires, and diamonds.
9. Both diamonds and graphite pencils are made of carbon however, diamonds are certainly much more valuable.
10. Mrs. MacIntosh made this claim "I love carbon. I never go anywhere without my diamond ring or my pencil."

Next Step Have you ever noticed how many things are made of cement—pulverized minerals mixed with sand? Write a paragraph in which you imagine a world without cement. What would be missing? How would your life be different? Use at least one colon to introduce a list, and a semicolon to join two independent clauses.

Punctuating Dialogue 1

A conversation in writing is called *dialogue*. There are special rules for using quotation marks, commas, and end punctuation marks when you are punctuating dialogue. (See 598.1 and 600.1 in *Write Source* for more information.)



Examples

“I’m bored,” said Clara. “Let’s go shopping.”

(A period comes after “Clara” because that’s the end of a complete sentence.)

“Oh yeah,” replied Sue, “there’s a great sale at the mall.”

(A comma comes after “Sue” because what follows completes the sentence.)

“Let’s go now, Sue!” Clara yelled.

(The exclamation point is inside the quotation marks because the quotation is an exclamation.)

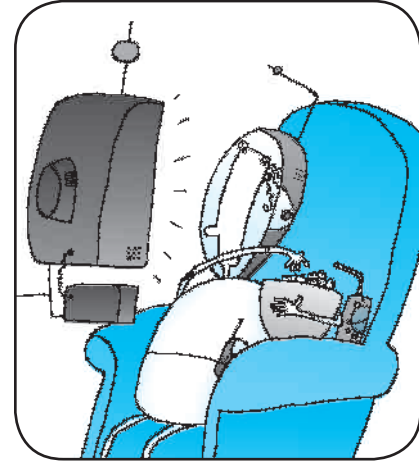
Directions

Punctuate the following examples of dialogue with quotation marks, commas, and end marks. The first sentence has been done for you.

- 1 Hey, Joe, there’s a bee on your back! yelled Carlyle. Hold still
- 2 while I swish it away
- 3 Everyone be quiet and take your seats said Mr. Beech
- 4 But what about the bee said Joe I could be stung
- 5 Just sit still. It won’t sting you if you stop jumping around
- 6 advised Mr. Beech
- 7 It’s a known fact added Carlyle that bees only sting if you scare
- 8 them
- 9 Real funny, Carlyle. Now just get it off me pleaded Joe.

Punctuating Dialogue 2

When you are writing dialogue, you have to start a new paragraph each time the speaker in a conversation changes. (See 598.1, 598.2, and 600.1 in *Write Source* for more information.)



Directions

Add quotation marks, commas, and end punctuation as needed. The first sentence has been done for you.

- 1 “What’s there to do around here?” José asked.
- 2 Why don’t you do something to improve your mind suggested his
- 3 father. Here’s an article about native wildflowers that you could read
- 4 Uh, thanks, Dad José said That sounds fascinating
- 5 What about reading short stories such as A Start in Life from
- 6 your literature text asked his mom. I’m sure you won’t read them all
- 7 in class
- 8 I’ve been dying to do that José said but I’m already trying to finish
- 9 three chapters in my social studies book
- 10 You could attend a lecture at the community center his older
- 11 brother volunteered. I heard that the basket weaving session is
- 12 awesome.
- 13 You guys are really helpful said José but I have to go. I just
- 14 remembered I have to watch a video I rented. See you later.

Next Step Re-create a conversation you recently had with someone. Make sure to punctuate the conversation correctly.

Quotation Marks and Italics

The titles of shorter pieces of writing (short stories, articles, songs, and so on) are placed in quotation marks, while the titles of longer pieces (books, magazines, CD's, and so on) are italicized. (See 600.3 and 602.3 in *Write Source* to review the rules about punctuating titles.)



Examples

“Another Time” received two Grammy awards.
(The song title is placed in quotation marks.)

Galactic Soup is my favorite book on the universe.
(The book title is underlined to show italics.)

Directions

In this exercise, add underlining (to show italics) and quotation marks. The first sentence has been done for you.

1. What were you doing on June 10, 2003, when the Mars rover Spirit was launched?
2. Opportunity, which was launched a couple weeks later, joined Spirit to look for signs of life.
3. I read an article in the Chicago Tribune entitled NASA's Rover Touches Down Safely on Mars that told how the rover landed on the surface of Mars.
4. A Canadian magazine, the Globe and Mail, reported Spirit landed after traveling 303 million miles over seven months.
5. An old Time for Kids magazine article, A Mars Mission Ends, tells about the end of the Pathfinder mission.

6. My uncle told me about a novel called Red Mars that tells a story about colonizing Mars.
7. Our teacher read part of a chapter in Hunt for Life on Mars called Origin of Life.
8. Discovery magazine published an article about the Martian canals entitled Ole Mars River.
9. Popular movies like The Red Planet show that people still enjoy science fiction.
10. The 1960s TV series Twilight Zone featured many stories about life in outer space, including People Are Alike All Over, which tells about a trip to Mars.
11. Maybe someday I will pick up a National Geographic magazine to read an article entitled How Settlers Are Living on Mars.

Next Step What good-news headlines would you like to see in the newspaper? Think about it and then write a sentence containing three headlines that would make your day. Use quotation marks correctly.

Apostrophes 1

Apostrophes are used to form contractions, to show ownership or possession, and for other special uses. (See pages 604 and 606 in *Write Source* for more examples and explanations.)

Examples

To Form Contractions:

isn't (is + not) **we're** (we + are)

To Form Singular Possessives:

Carey's shoes **my aunt's** sunflower book

To Form Plural Possessives:

the **teachers'** meeting the **women's** department

To Show Shared Possession:

Tim and **Janna's** cat the **girls'** volleyball



Directions

Add apostrophes as needed in the following sentences. The first sentence has been done for you.

1. Tamaras' brother Theo rode her bike and didnt' put it away.
2. Katy and Matties mural shows our towns most well-known sights.
3. Ben has three beagles, and you should see those dogs ears when a siren sounds.
4. Tony said he would take everybodys books back to the library, but he couldnt do it until Friday.
5. We have to learn all the planets names and their distances from the sun.
6. Jill cant go to the movies because today is her parents anniversary.
7. Our teachers favorite book is *Old Possums Book of Practical Cats*.
8. I promised to take care of Lee McLeans cats while shes on vacation.


Directions

In the story below, put a line through each underlined word that has an apostrophe error. Then correct the error. The first underlined word has been checked and corrected for you. *Hint:* An additional five underlined words contain apostrophe errors.

1 William Tell was a hero who lived in Switzerland ~~hundreds~~^{hundreds} of years
 2 ago. William's courage and his ability as an archer were widely known. He
 3 often spoke out against the cruel emperor and ignored the man's orders. One
 4 day, the emperors' patience ran out, and he had William jailed.

5 “Since youre such a brave man and a great marksman,” the emperor
 6 said, “I'll give you a chance to win your freedom. If you can shoot an apple
 7 off your young sons head, you'll be free.”

8 Of course, William refused. But the emperor said that if William
 9 wouldn't take the challenge, both he and his son would be killed.

10 The whole town held its breath as Williams son stood against a tree
 11 and William took aim at the apple. When the arrow pinned the apple to
 12 the tree, the people's cheers could be heard for miles. The emperor asked
 13 William why he had arrived with two arrows' in his belt, one of which
 14 remained there.

15 “If the first arrow had touched my son's head,” said William Tell, “the
 16 second would have pierced your heart.”

Apostrophes 2

The possessive of most singular nouns is formed by adding an apostrophe and *s*. (See 604.4 in *Write Source* for more information.)

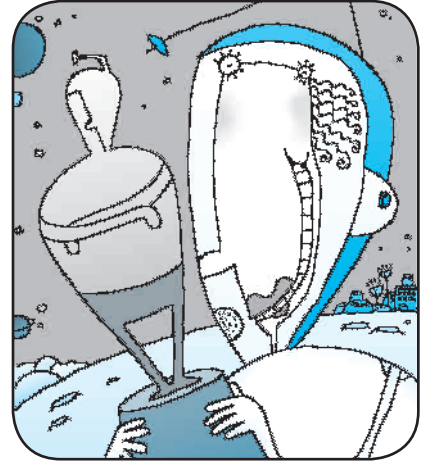
Examples

Susan's trophy is at my house.

(The trophy belongs to Susan.)

I changed the **story's** ending.

(The ending belongs to the story.)



Directions

Use the singular possessive form of each of the following words in a sentence. (Use your own paper if you need more room.)

1. clock _____

2. friend _____

3. monkey _____

4. _____ (name of a favorite character in a book or story)

5. _____ (name of a favorite movie or sports star) _____

Apostrophes 3

The possessive of a plural noun that ends in *s* is formed by adding an apostrophe.
(See 606.1 in *Write Source* for more information.)

Examples

The **stories'** endings were exactly the same.
(The endings belong to the stories.)

Jamila went to the **Greens'** house.
(The house belongs to the Greens.)

Directions

Use the plural possessive form of each of the following words in a sentence. (Use your own paper if you need more room.)

1. trees _____

2. Smiths _____

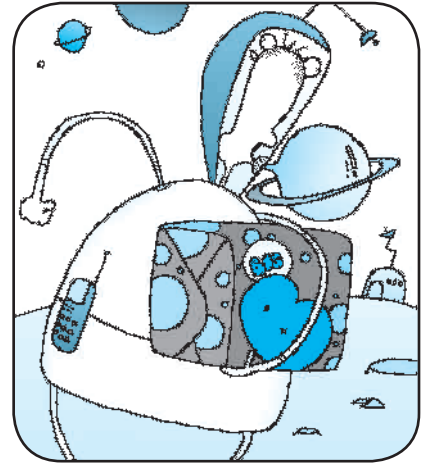
3. bugs _____

4. _____ (name of a favorite sports team) _____

5. _____ (name of a family you know) _____

Hyphens and Dashes

Hyphens are used to divide a word between its syllables and to join words for different reasons. **Dashes** are used to show a sudden break or interruption in a sentence and to emphasize a word, a phrase, or a clause. Study the examples below plus the ones at 608.1–610.3, and 612.1–612.3 in *Write Source* before you work on this activity.



Examples

My all-time record for a grocery purchase was three and one-half seconds.

(Hyphens are used to join two or more words used as a single adjective. They are also used in spelled-out fractions.)

I bought a pack of gum—I think it was gum—at the store.

(Dashes are used to show an interruption in a sentence.)

My pet peeve is waiting—waiting for supper, waiting for tickets, waiting at checkout counters.

(A dash can be used to emphasize the words that follow.)

Directions

Add hyphens and dashes to the paragraphs that follow. The first sentence has been done for you.

1 Now, I'm not one to complain about high^htech gadgets. I'm a red
2 blooded, all American girl. I love computers and anything that will
3 save me three fourths of a second. While my mother bless her heart
4 stands in an actual line to check out books at the library, I zip my
5 library card through the self scanner. She says she doesn't trust the
6 scanner, but I think she's just old fashioned and worried that she
7 won't do it right.

8 Now, self scanning devices, which were introduced in 1998, are in

9 almost every store. Storekeepers say that scanning provides hassle free
10 shopping.

11 When customers finally make their decisions, they don't want to
12 wait in mile long lines just to pay for their purchases. You scan your
13 own purchases, drop them into a bag, get a receipt, and then get in
14 line to pay a cashier. (This line thankfully, a very short one moves
15 quickly.)

16 The scanner even prevents not so honest customers from dropping
17 little "extras" into their bags. It checks to see that everything you
18 drop into your store provided bag matches the weight down to the last
19 milligram of the item you just scanned. Satisfied customers and that's
20 what we all want to be say scanning offers the quickest shopping
21 experience ever. There is just one thing that I wonder about. What will
22 we do with all the minutes maybe even hours that we save?

Next Step Write a paragraph about a recent shopping experience. Use at least one set of dashes and one hyphen in your work. Afterward, share your writing with a classmate. Check each other's use of these two marks of punctuation.

Punctuation Review 1

Directions

Add missing commas and end punctuation to the following passage. Also add capital letters as necessary. The first sentence has been corrected for you. (See pages 579–612 in *Write Source*.)

1 Did you know that Ellis Island was the chief immigration station
2 for the United States between 1892 and 1954[?] in fact nearly 15000000
3 people entered the United States through Ellis Island, in the early
4 years the majority of the immigrants came from European countries,
5 such as Great Britain, Ireland Italy Russia and Germany.

6 Ellis Island nicknamed “Heartbreak Island” stood between the
7 immigrants and the new country in a huge inspection room with iron
8 dividers the newcomers were examined by two doctors if the first
9 doctor spotted an obvious physical mental or social problem he put a
10 chalk mark on the person’s right shoulder the second doctor looked for
11 diseases and infections have you ever heard of trachoma it is a serious
12 eye disease the second doctor would look for

13 Each immigrant was then questioned every family worried that a
14 family member would be rejected and he or she would have to return
15 home what a horrible thing to have happen most immigrants passed
16 through Ellis Island in about a day but some people had to wait as
17 long as three days

18 California has the most new immigrants with New York, Florida,
19 Texas, New Jersey and Illinois following behind Europe is no longer
20 the largest source of immigrants the top six countries for U.S.
21 immigrants in 2003 were Mexico the Philippines India Vietnam China
22 and the Dominican Republic they represented well over a third (40.4
23 percent) of the total immigrants in that year

Next Step Some people know a little about their family history, and some people know a lot—but everyone knows something. Write a paragraph that tells something interesting about your family history.

Punctuation Review 2

There are times when writers need more than commas and end marks to keep their writing clear. In such cases, they use semicolons, colons, dashes, or hyphens.

To complete the activity below, remember that . . .

semicolons are used before conjunctive adverbs such as “however,” and to join two independent clauses.


colons are used to introduce a list or to introduce a formal quotation.

dashes are used to show a sudden break in a sentence.

hyphens are used to join two words.

Directions

Punctuate the following sentences correctly. The first sentence has been done for you. (See pages 579–612 in *Write Source*.)

1. There are four foods I don't like  oysters, liver, fish, and peas.
2. I'm in the mood for a large six topping pizza.
3. My dog is the cutest pet in the world she is all fluffy and white with a black patch around one eye.
4. I wanted to name my dog Scooter however, I was overruled by my mother, who named her Helga.
5. Someone should invent self polishing shoes.
6. The teacher gave us another five paragraph assignment.
7. I know what I want for a present a new jacket.
8. When I asked my dad if I could go to a movie, I got the usual response “Not on a school night.”
9. I pleaded with my dad actually I begged but he wouldn't change his mind.


Directions

Carefully read the paragraph below, paying special attention to the underlined words. Put a line through any word that contains an apostrophe error and write the correct form above it. The first two underlined words have been checked for you.

Hint: Five of the underlined words (including the one corrected for you) contain apostrophe errors.

1 When I was little, I used to bake cookies at my grandmother's house all
 2 the time. My favorite kind was chocolate chip, but we also baked a lot of
 3 peanut-butter cookies. They were my ^{grandpa's}~~grandpas~~' favorite. Whenever it rained,
 4 my grandmother would call over to my house and say, "Looks like it's a good
 5 day for baking." I'd put on my raincoat, borrow my brothers' bike, and ride
 6 over to my grandparents' house. (My bikes' tires always seemed to be flat.)
 7 Once there, I'd immediately turn on the oven and keep checking it's
 8 temperature while Grandma cracked the eggs. Grandpas' eyes looked a little
 9 disappointed when he saw we were making chocolate-chip cookies. Maybe
 10 someday I'll bake all of my relatives' favorite cookies.

Next Step Write a paragraph about a pleasant memory of a grandparent or some other adult. (Use the paragraph above as a model.) Before you share your results with a classmate, check your writing for punctuation errors.

Punctuation Review 3

Directions

Proofread the paragraphs below. Delete any mark of punctuation or capital letter that is used incorrectly. Then add any punctuation or capital letters that are needed. The first two errors have been corrected for you. (See pages 579–612 in *Write Source*.)

1 Imagine yourself sitting in your^o/ living room watching TV.

2 Before you can turn your head,^o oil starts gushing through the
3 windows. Pretty soon your whole house is covered with oil. In
4 addition, black sticky oil is all over you. Its in your mouth in your
5 ears, and in your hair. You can't breathe, without getting it in your
6 nose, and theres no clean place in the house where you can go to get
7 away from the stuff

8 This is just what happened in 1989 to the fish birds and other
9 animals that call Alaska their home. An oil tanker called the Exxon
10 Valdez hit a reef in Prince William Sound. The ships' side had a huge
11 hole ripped in it and the oil inside began spilling out. By the time the
12 spill was stopped: 10 million gallons of crude oil had escaped into the
13 ocean.

14 The massive oil slick then headed for shore fish were poisoned,
15 and seals were left with nothing to eat. Birds who tried to fish for
16 food were covered with terrible black guck. They couldn't preen
17 themselves clean and they couldn't fly to clean water. Even if the birds

18 could have gotten to clean water it wouldn't have done them any good,
19 oil doesn't just rinse off. Scientists figured it would take a billion
20 dollars to clean up the oil spill, but now some think, the affected area
21 will never return to normal. The costs are so high that a portion of
22 the mess will probably just be forgotten and left there.

23 Unfortunately it will be a long time before wildlife will be able
24 to live along some of the affected shoreline

**Directions**

Work with a classmate, comparing your work before you turn it in. Discuss any differences, and look up your questions in the punctuation section of *Write Source*.

Next Step Write a descriptive paragraph about the oil spill from a seal's point of view. Here's a possible starting point:

I was basking on the beach when all of a sudden . . .

Mixed Review

Directions

The following paragraphs are missing many types of punctuation: periods, commas, a colon, hyphens, quotation marks, an apostrophe, and italics. Proofread the article carefully, adding the missing punctuation and any necessary capital letters. Double-check your work. *Note:* The actual name of the group in this activity—Boys Choir of Harlem—doesn't need an apostrophe. (See pages 579–612 in *Write Source*.)

1 One of the most famous choirs in the United States is probably
2 the Boys Choir of Harlem it was awarded the National Medal of the
3 Arts by President Clinton in 1996 organized as a small boys' choir in
4 the basement of a church the world famous Boys Choir of Harlem now
5 gives 125 performances around the world each year.

6 The genius behind the choir is Dr Walter Turnbull a master
7 teacher and mentor Turnbull has been the choir director for its entire
8 lifetime and he has set high standards for each of the 40 boys in the
9 choir. In the book *Lift Every Voice* that he co-authored with Howard
10 Manly, he says set goals and complete them the combination of talent,
11 discipline and hard work is unbeatable.”

12 The choir sings a variety of music classical modern gospel and
13 jazz more than 2000 boys audition for the choir each year forty boys
14 are chosen from a 250 member concert choir to sing in the touring
15 choir and another 100 are in training for a year and a half

16 The choir has recorded many CDs, such as Boys Choir of Harlem
17 Holiday Album. This CD includes the traditional favorites Silent Night
18 and Little Drummer Boy these young men are multitalented
19 they might begin the evening with Bach and end with a self styled
20 rap people are surprised to learn that we do more than just gospel
21 says Turnbull we do all kinds of music.

Next Step Write a paragraph in which you describe an experience you have had as a singer or performer—in school, at home, or on the playground. When you have finished, exchange papers with a classmate and proofread each other's papers for punctuation errors.