

WORKSHEET 2 Using Commas in a Series

EXERCISE A Insert commas where they belong in the following sentences. If a sentence is correct without commas, write *C* on the line provided.

EXAMPLE _____ 1. This magazine features articles about the leaders Nelson Mandela, Benjamin Netanyahu, and Ernesto Zedillo.

- _____ 1. Fishing snow skiing and scuba diving are my favorite sports.
- _____ 2. They wanted to ride horses go hiking and explore the cave.
- _____ 3. Our reading list includes books by Gary Soto Julia Alvarez and Amy Tan.
- _____ 4. The four principal islands of Japan are Honshu Shikoku Kyushu and Hokkaido.
- _____ 5. Photographers reporters and tourists got off the plane.
- _____ 6. An infestation of insects damaged crops chewed lawns and harmed fruit trees.
- _____ 7. Something flashed and sparkled and darted across the sky.
- _____ 8. The grass trees and flowers glowed in the evening light.
- _____ 9. We had a telephone electricity and even hot water in our cabin.
- _____ 10. This restaurant serves breakfast lunch and dinner.
- _____ 11. The engineer admired the smooth workings of the large complex shiny gears in the machinery.
- _____ 12. The man had a long narrow and sad face.
- _____ 13. Her floor was covered with bright colorful balloons twisted into fanciful hats and delightful animals.
- _____ 14. I need pineapple and carrots and bananas for the salad.
- _____ 15. Mom eats lunch in a restaurant in the park or sometimes at her desk.
- _____ 16. We recently studied the Maya Aztec and Inca civilizations.
- _____ 17. Iris wanted to be a lawyer an employment counselor or a teacher.
- _____ 18. We need to warm the pita bread slice the tomatoes and wash the lettuce before we make the sandwiches for our picnic.
- _____ 19. Mrs. Lewis told the baby sitter where she would be how to contact her and when she would return.
- _____ 20. In the room, Ossie had mixed stripes with plaids combined polka dots with a paisley pattern and added curtains with ruffles.

WORKSHEET 3 Using Commas in Compound Sentences

EXERCISE A Add commas where they belong in the following sentences.

EXAMPLE 1. Snakes cannot hear very well, but their bodies are quite sensitive to the movements of others.

1. Snakes are both legless and armless yet muscles attached to movable ribs allow them to swim and crawl.
2. All snakes have forked tongues and they use their tongues to smell their prey.
3. Snakes can raise their body temperature by lying on a rock in the sun and they can cool themselves by seeking shade.
4. Rattlesnakes do not always rattle before striking so you should not expect this warning sign.
5. You can determine the age of a tree by the number of its rings but you cannot tell the age of a rattlesnake by the number of its rattles.
6. A rattlesnake usually gains a new rattle after shedding its skin so it may gain two to four rattles a year.
7. A rattlesnake usually does not have more than ten rattles for additional rattles often fall off.
8. Cobras can form a hood by expanding the movable ribs behind the head and these snakes often do so when they are ready to strike.
9. People may fear snakes because of superstition or they may fear snakes because some species are poisonous.
10. Some countries are free of snakes but the United States is not one of them.

EXERCISE B Insert commas where they belong in the following sentences.

EXAMPLE 1. The giant statues of Easter Island were first seen by Europeans in 1722, and the statues still have an air of mystery.

1. The figures were carved hundreds of years ago from volcanic rock on one side of the island and then they were moved to other locations on the island.
2. Most of the statues are between eleven and twenty feet tall but others stand forty feet high.
3. Observers suggest ways the people of Easter Island might have moved these huge statues yet no one has provided a good explanation.
4. One legend is that the statues walked across the island themselves but this story is clearly fanciful.
5. No one knows all the facts about the statues so the mystery surrounding them continues.

EXERCISE Most of the following sentences contain nonessential phrases or clauses. Add commas where they are needed. If a sentence is correct, write *C*.

EXAMPLE _____ 1. The crowd, seeing Tyrone on his feet, broke into applause.

- _____ 1. Geronimo who led the Chiricahua Apaches was a great leader.
- _____ 2. The salad that she made for the potluck dinner was a colorful mix of tomatoes, artichoke hearts, carrots, and black olives.
- _____ 3. Hercules whose picture can be found on many ancient Greek pottery pieces was the son of Zeus.
- _____ 4. In Mexico City, a man hoping for a sale wore hats stacked one on the other.
- _____ 5. Why is it do you think that she always slept with the doll lying by her side?
- _____ 6. The bride Satori who was from Osaka chose a traditional wedding garment.
- _____ 7. That new ad you saw which appeared in this morning's paper is bringing in many new customers.
- _____ 8. Have I introduced you to Mr. Perkins our kind and generous neighbor?
- _____ 9. Ms. Ortega who was our teacher last year will teach at Adams Middle School next year.
- _____ 10. This bronze statue cast in over a dozen pieces will be put together next month.
- _____ 11. Do you think that the audience excited by the show will give the performers a standing ovation?
- _____ 12. A goal even if it is small is best approached in stages.
- _____ 13. That last Easter egg carefully placed by Rudy certainly is well hidden.
- _____ 14. Pocahontas's story which has been told for over three hundred years sometimes strays from the facts.
- _____ 15. We met the woman who will be the violin soloist with the orchestra.
- _____ 16. Will this new information learned only an hour ago interest the voters?
- _____ 17. Lonnie dreaming of flying in a spacecraft stared up at the stars.
- _____ 18. The house's owners who like to do such work themselves are painting.
- _____ 19. All the animals shown on the facing page are expert swimmers and divers.
- _____ 20. These ancient Chinese tombs discovered only a few years ago are still being excavated.

Using Commas with Interrupters and Introductory Elements

EXERCISE A Insert commas where they are necessary in the following sentences.

EXAMPLE 1. My mother, I think, is preparing vegetable soup for dinner.

1. How many gold medals did Carl Lewis who was an Olympic sprinter and long jumper win?
2. Alfre Woodard in my opinion deserved the award.
3. Will you Angelica return my book when you go to the library?
4. Ireland the Emerald Isle lies west of Britain.
5. In fact Octavio Paz won the Nobel Prize in literature in 1990.
6. Just at twilight the finest hour of the day the moon rose.
7. The auditorium was a gift of Henry Allerdyce the financier.
8. He speaks I believe the truth.
9. Constance Whitman the helicopter pilot promised to be there.
10. I told them on the contrary that my twin brother Eric is a salesperson.

EXERCISE B Insert commas where they are necessary in the following sentences.

EXAMPLE 1. Edythe White, my neighbor, reminds me of Oprah Winfrey.

1. Edythe a talented performer longs to act on a Broadway stage.
2. In my opinion she will soon be performing there.
3. She studies acting with Reynold Williams the famous director at a theater workshop where he teaches.
4. When an acting school is connected to a theater it is called a theater workshop.
5. Yes students can try out for roles in theater performances.
6. Edythe will audition no doubt for one of the roles in a summer production of August Wilson's *The Piano Lesson*.
7. In fact the director has told her that she has an excellent chance of getting a part.
8. Indeed Edythe can sing and dance as well as act.
9. To tell the truth you would say that she comes alive when on stage.
10. In the summer after high school graduation Edythe would like to work in a New York theater.

WORKSHEET 6

Using Commas in Conventional Situations

EXERCISE A Insert the necessary commas in the following sentences.

EXAMPLE 1. The return address is 631 Chatham Lane, Houston, Texas 77027.

1. On Wednesday January 21 1998 Pope John Paul II traveled to Havana Cuba.
2. My friend is traveling here from Providence Rhode Island.
3. Enrique lives at 287 Austin Street Duluth Minnesota 55803.
4. Since Friday August 13 1999 Jiro has been taking piano lessons.
5. Mail the letter to 25 Foster Lane Billings Montana 59102.
6. Darlene used to live at 1002 Carson Avenue Baltimore Maryland 21224.
7. Martin Luther King, Jr., was born on January 15 1929 in Atlanta Georgia.
8. Relatives are flying here from San Juan Puerto Rico.
9. On our way to Mexico, we stopped in Houston Texas.
10. The address given in the letter is Room 2930 52 Whitney Way Erie PA 16511.

EXERCISE B Insert the necessary commas in the following sentences. If a sentence is punctuated correctly, write *C* on the line provided.

EXAMPLE _____ 1. The president of the United States resides at 1600 Pennsylvania Avenue, Washington, D.C.

- _____ 1. This letter was sent from 18 Grassmere Avenue Flint Michigan 48504.
- _____ 2. Selena also visited friends in Dallas and Midland.
- _____ 3. On October 1 1847 Maria Mitchell discovered a new comet.
- _____ 4. World War II ended on September 2 1945.
- _____ 5. Stacy Kempner moved from East Brunswick New Jersey to Boulder Colorado.
- _____ 6. On June 1 1937 Amelia Earhart started out on her final flight from Miami Florida.
- _____ 7. My cousin, Mary Lee, lives in Rome New York not in Rome Georgia.
- _____ 8. Abigail Adams died on October 18 1818.
- _____ 9. Tony's address is 194 Foothill Drive Ogden Utah 84403.
- _____ 10. The Leonards sailed on Friday November 5 1999 for a trip to the Philippines.

WORKSHEET 7 Using Commas, Semicolons, and Colons

EXERCISE A The following numbered items contain errors in the use of commas, semicolons, or colons. Add, delete, or change punctuation as needed.

EXAMPLE [1] Here's a letter from Hank; let's read it now.

[1] Dear Classmates

[2] Well, I finally made it to my aunt's ranch outside of Melbourne Australia. [3] We arrived at 2 30 A.M. the day before yesterday. [4] Life on a sheep ranch certainly is different than life in town, for starters, we get up at 5 00 A.M.! [5] In just two days, I have seen the following sights kangaroos, a dingo, emus, and miles and miles of grassland. [6] I spend most of my time with my cousins, who are taking care of the sheep, tomorrow we are going to a neighboring ranch to help with sheepshearing. [7] By the way they call sheep "woollybacks" here. [8] Please send me these things a picture of the class, a list of everyone's addresses, and lots and lots of letters. [9] Well, the mail leaves at 3 15, and that gives me about five minutes, so I'll say so long for now.

[10] Your friend

Hank

EXERCISE B Most of the following sentences contain at least one error in the use of semicolons or colons. On the line provided, write each word or number that should be followed by a semicolon or colon, adding the correct punctuation. If a sentence is correct, write *C*.

EXAMPLE 4:00 1. Shall we begin at 4 00?

- _____ 1. At noon, the monkeys sat in the shade of the leafy treetops, some napped, while others groomed each other.
- _____ 2. Customs were very different then today people rarely wear gloves in the summer.
- _____ 3. Some reliable bulbs for beginning gardeners include tulips, daffodils, and gladioluses.
- _____ 4. The movie will be over by 8 40 then we'll come right home.
- _____ 5. The following students should report to the gym immediately Jason, Vera, Dorothy, and T. J.

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