End Marks

An end mark is a period, question mark, or exclamation point used to indicate the purpose of a sentence.

Sentences

13a. A statement (or declarative sentence) is followed by a period.

   EXAMPLE  Buster is the dog with the brown spots. [The sentence is a statement, so it is followed by a period.]

13b. A question (or interrogative sentence) is followed by a question mark.

   EXAMPLE  What time is your guitar lesson? [The sentence is a question, so it is followed by a question mark.]

Sometimes a sentence may sound like a question but be a statement. Use a period when a sentence is a statement.

   EXAMPLES  Did you get the correct answer to question five? [The sentence is a question, so it is followed by a question mark.]
   Jacob asked if we got the correct answer to question five. [The sentence is a statement, not a question, so it is followed by a period.]

Exercise A  Use proofreading symbols to add either a period or a question mark as needed to each of the following sentences.

Examples 1. Austin is the capital of Texas. [The sentence is a statement, so it should be followed by a period.]

   2. Did you water the plants this morning? [The sentence is a question, so it should be followed by a question mark.]

1. Maya said that it was nice being at home again. [Is the sentence a question or a statement?]

2. Are you finished with your essay for history class? [Is the sentence a question or a statement?]

3. Do you think your father will give us a ride to the movies

4. We gathered research at the library on Saturday for our essays

5. The newspaper was delivered early this morning

6. What do you think of my handmade quilt

7. Is it time for the baby’s bath

8. I would like more asparagus, please
9. Is Michael’s specialty spaghetti with marinara sauce

10. Allison asked Teresa if Teresa could tutor her after school

**Exercise B** Use proofreading symbols to add a period, comma, or exclamation point where it is needed in each of the following sentences.

Example 1. Ah, that is what he meant. [Ah is a mild interjection, so it should be followed by a comma.]

11. No Don’t bring that spider near me! [What word is an interjection expressing strong surprise?]

12. Don’t climb any higher

13. My what a beautiful garden that is.

14. That television is far too loud

15. Hey Turn that music down!
Abbreviations A

Many abbreviations are followed by a period.

Personal Names

Abbreviate names if a person is commonly known by the abbreviated form of the name. Place a period after each initial, leaving a space between two initials, but not between three or more.

**EXAMPLES**

| Thomas A. Edison | Ida B. Wells-Barnett |
| T. S. Eliot | M. F. K. Fisher |

**Exercise A** Use proofreading symbols to add periods where they are needed in each of the following sentences.

**Example 1.** My uncle, Reilly J. Ward, established the first hotel in Riverside. [J is an initial that stands for someone’s name, so it should be followed by a period.]

1. Did you read that book by F. Scott Fitzgerald? [What letter stands for someone’s name?]
2. My father is known as E. E. J. Serafini.
3. One of the U.S. presidents on the list is Ulysses S. Grant.
4. When Roberta becomes an author, her pen name will be R. N. McIntyre.
5. Of all the authors we have studied, I like E. M. Forster the best.

**Titles**

Abbreviate social titles (*Mr.*, *Mrs.*, *Ms.*, *Sr.*, *Sra.*, *Dr.*) whether they are used before the full name or before the last name alone. Abbreviate civil and military titles used before full names or before initials and last names. Spell out civil and military titles when they are used before last names alone.

**EXAMPLES**

| Dr. Michelle L. Rodriguez | [Social titles are abbreviated.] |
| Sen. Mary Janowitz | [Civil titles are abbreviated before full names.] |
| Prof. J. Garcia | [Civil titles are abbreviated before initials and last names.] |
| Senator Thomas | [Civil titles are spelled out before last names alone.] |

Abbreviate titles and academic degrees that come after names.

**EXAMPLES**

| John Andrews, Jr. | Janet Meyerson, M.D. |

**Note** Do not use the abbreviations *Mr.*, *Mrs.*, *Ms.*, or *Dr.* with a title or degree that appears after a name.

**Incorrect**

| Dr. Robert Agarwal, M.D. |

**Correct**

| Dr. Robert Agarwal | Robert Agarwal, M.D. |
EXERCISE B  Circle the letter of the item that is correctly abbreviated in each of the following pairs.

Example 1.  

a. Mrs. Mary Park  

b. Missus Mary Park

[Social titles should be abbreviated.]

6. a. General Markowitz  

b. Gen. Markowitz

[Should military titles be abbreviated before last names alone?] 

7. a. Owen Ward, Jr  

b. Owen Ward, Jr.

8. a. Dr. Ann Bernini, M.D. 

b. Ann Bernini, M.D.

9. a. Professor McDonald  

b. Prof. McDonald

10. a. Senator Jerry Jacobsen  

b. Sen. Jerry Jacobsen

EXERCISE C  Circle the letter before the item that is correct in each of the following pairs.

Example 1.  

a. The EPA is investigating the spill. Environmental Protection Agency personnel soon will begin arriving at the contaminated site.

b. The Environmental Protection Agency is investigating the spill. EPA personnel soon will begin arriving at the contaminated site.  [The first use of the name of an agency or organization should be spelled out rather than abbreviated.]

11. a. HUD  

b. H.U.D.  [Should an acronym contain periods?]

12. a. The Department of Public Safety is expanding. DPS officials are calling for applicants.

b. The DPS is expanding. Department of Public Safety officials are calling for applicants.

13. a. MDA  

b. M.D.A.

14. a. Volunteers for MADD handed out Mothers Against Drunk Driving brochures today.

b. Volunteers for Mothers Against Drunk Driving handed out MADD brochures today.

15. a. O.S.H.A.  

b. OSHA

Agencies, Organizations, and Acronyms

Many agencies and organizations are known by their acronyms. An acronym is formed from the first (or first few) letters of a series of words. When writing, spell out the first use of the name of the agency or organization. After that, you may use the acronym. Do not use periods in acronyms.

EXAMPLES  

PBS  Public Broadcasting Service  

HSUS  Humane Society of the United States
Abbreviations B

Many abbreviations are followed by a period.

Geographical Terms

Spell out names of states and political units in regular text. Abbreviate names of states and political units in tables, notes, and bibliographies.

TEXT Have you ever been to Portland, Oregon, or Memphis, Tennessee?

TABLE OR NOTE Portland, Ore. Memphis, Tenn.

Spell out the words of an address in regular text. Words in a letter address or in tables and notes may be abbreviated. Use two-letter state abbreviations only when the ZIP Code is included.

TEXT My sister moved to 4523 Woodlawn Avenue, Seattle, Washington.

ENVELOPE 4523 Woodlawn Ave.
Seattle, WA 78564

TABLE Westlake Dr. | Albuquerque, N. Mex. |
Time

Always abbreviate A.D. (anno Domini), B.C. (before Christ), A.M. (ante meridiem), and P.M. (post meridiem). Spell out the names of months and days in regular text. The names of months and days can be abbreviated in tables, notes, and bibliographies.

EXAMPLES  This tomb was sealed in 1355 B.C., and it was opened in A.D. 1786.

The bridge will open at 9:00 A.M. tomorrow, Monday, August 21.

NOTE Fri., Oct. 12

Units of Measurement

Spell out the names of units of measurement in regular text. They may be abbreviated in tables and notes following a number. Abbreviations for units of measurement are usually written without periods, but in., the abbreviation for inch, always has a period to avoid confusion with the word in.

TEXT  The room measured seven feet by twelve feet. [The unit of measurement feet is spelled out in regular text.]

TABLE OR NOTE  26 in. 2 c water 1 doz eggs [Abbreviated measurements are written without periods, except for in. for inch.]

EXERCISE B  Circle the letter of the item that is correct in each of the following pairs.

Example 1. a. The meteor shower will peak at 3:00 A.M.

b. The meteor shower will peak at 3:00 ante meridiem.

[Ante meridiem and post meridiem should always be abbreviated.]

6. a. Is the dance scheduled for Wed., Nov. 20?

b. Is the dance scheduled for Wednesday, November 20?

[Should days and months be abbreviated in regular text?]

7. a. We need three yds of material for this dress.

b. We need three yards of material for this dress.

8. a. These scattered stones, in 1500 BC, were part of a wall.

b. These scattered stones, in 1500 B.C., were part of a wall.

9. a. NOTE 5 tsp basil

b. NOTE 5 teaspoons basil

10. a. NOTE Sat., May 31

b. NOTE Saturday, May 31
Commas A

Items in a Series

**13f. Use commas to separate items in a series.**

Do not use a comma before the first item or after the last item in a series.

**WORDS**  The cups, saucers, glasses, and dishes have been washed.  [Each of the nouns in the list is a separate item, so commas separate the nouns.]

**PHRASES**  The dog ran down the street, across the yard, and through the gate.  [Each of the phrases in the list is a separate item, so commas separate the phrases.]

**CLauses**  The heater is on, the doors are closed, and the room is warm.  [Each of the clauses in the list is a separate item, so commas separate the clauses.]

When **and, or, or nor** joins all the items in a series, do **not** use commas to separate them.

**EXAMPLES**  Paul **and** Roger **and** Margaret were all selected for the leads in the play.  *[And joins all the items in the series, so commas do not separate the items.]*

The missing keys must be on the counter **or** in the cabinet **or** under the sofa.  *[Or joins all the items in the series, so commas do not separate the items.]*

**Exercise A** Use proofreading symbols to add commas where they are needed in each of the following sentences. If a sentence does not need additional commas, write **C** on the line provided.

**Examples**  

1. Rita went to the optometrist, got an eye exam, and selected a pair of glasses.
   
   [Commas should separate items in a series.]

   **C**  

2. The kitten stretched and yawned and napped.  *[And joins all the items in the series, so no commas are needed.]*

**1. Were Robert and Marcia and Janet the finalists in the talent show?**  *[Do items in a series joined by **and** need commas?]*

**2. My favorite kinds of books are mysteries thrillers and the classics.**  *[Do commas separate each of the nouns in this series?]*

**3. We rode our bikes, swam in the creek, and fished for trout.**

**4. Aunt Sally sewed and washed and pressed the curtains.**

**5. I wrote my essay and completed my math problems and planned my science project.**

**6. Did Anna write produce and direct her own play?**

**7. The cows grazed in the field mooed loudly and stood blinking in the sunlight.**

*Developmental Language Skills*
8. My father planted the flowers, mulched the garden, and watered the plants.
9. Vincent chopped the vegetables, stirred the stew, and baked the bread.
10. The parrot squawked, rustled its feathers, and asked for a cracker.

### 13g. Use a comma to separate two or more adjectives preceding a noun.

**EXAMPLE** The green, lush hills were beautiful against the blue, clear sky. [Green and lush describe hills and are separated by a comma. Blue and clear describe sky and are separated by a comma.]

Don’t place a comma before the last adjective in a series if the adjective is so closely related to the noun that it is thought of as part of the noun.

**EXAMPLE** A small, new French restaurant is on Richmond Avenue. [Small and new are both adjectives describing French restaurant, so a comma separates them. French and restaurant are thought of as part of the same noun, so no comma comes before French.]

An adverb may modify an adjective that comes before a noun. Do not use a comma between the adverb and adjective.

**EXAMPLE** It was a bright, sunny morning. [Bright and sunny are adjectives describing morning, so a comma separates them.]

He’s wearing a bright green jacket. [Bright describes the adjective green, so bright is an adverb. No comma is needed between bright and green.]

### Exercise B
Use proofreading symbols to add commas where they are needed in each of the following sentences. If a sentence doesn’t need commas, write C on the line provided.

**Example** 1. Don’t you like that fancy, new grocery store? [Fancy and new describe grocery store, which is thought of as one item.]

11. I like those light yellow curtains. [Is light an adverb describing the adjective yellow?]
12. Lucy is a gentle intelligent dog.
13. Today was a beautiful windy spring day.
14. Dad prepared a light tasty lunch.
15. Mario is a hungry tired boy.
Commas B

Independent Clauses

13h. Use a comma before a coordinating conjunction (and, but, for, nor, or, so, or yet) when it joins independent clauses.

**EXAMPLES**  Sandy skated to the park, and Marcus rode his bike. [The two groups of words are independent clauses that are joined by *and*.]

Dad repaired the fence, but Mom mowed the lawn. [The two groups of words are independent clauses that are joined by *but*.]

**REMINDER** An *independent clause* is a group of words that has a subject and a verb, expresses a complete thought, and can stand by itself as a sentence.

**EXERCISE A** Use proofreading symbols to add commas where they are needed in each of the following sentences.

**Examples** 1. Joshua played the guitar, and Susan sang a song. [A comma should be placed before the coordinating conjunction *and*, which joins two independent clauses.]

2. The room had been painted, but the floor still needed to be repaired. [A comma should be used before the coordinating conjunction *but*, which joins two independent clauses.]

1. Are you studying or are you sleeping? [Does a comma separate two independent clauses joined by *or*?]

2. Patrick painted the shutters and Felicia painted the eaves. [Does a comma separate two independent clauses joined by *and*?]

3. He didn’t feel well yet he went to the concert.

4. My uncle built a boat but he isn’t sure it will float.

5. We could go to the library or we could study at home.

6. Veronica wasn’t prepared for class but she promised herself that it wouldn’t happen again.

7. The kitten played with the toy mouse all day so he took a long afternoon nap.

8. The book *The Hobbit* was very good so I am reading *The Lord of the Rings*.

9. We went to the baseball game and my little brother caught a fly ball.

10. I enjoyed the art gallery and Mom enjoyed the wildflower center.
A compound sentence has two or more independent clauses. Do not confuse a compound sentence with a simple sentence that has a compound verb. A compound verb is two or more verbs that are joined by a conjunction and share the same subject. A simple sentence does not need a comma before the conjunction that joins its verbs.

**EXAMPLES**

The chipmunk grabbed the pecan, and he shelled it with his paws. [This compound sentence has two independent clauses joined by the conjunction and, so a comma is used before and.]

The dog jumped in the air and caught the ball. [This simple sentence has only one subject and a compound verb, jumped and caught. The sentence has only one independent clause. No comma is needed.]

**EXERCISE B** Use proofreading symbols to add commas where they are needed in each of the following sentences. If a sentence doesn't need commas, write C on the line provided.

**Examples**

1. The butterfly floated through the air and landed on the coneflower. [The simple sentence has a compound verb, floated and landed. It does not need a comma.]

2. My father jogged past the bridge and then he rested on the park bench. [This sentence has two independent clauses joined by the coordinating conjunction and. A comma should be placed before the coordinating conjunction.]

11. The snake sunned itself on the patio and then slithered away. [Are there two independent clauses joined by a coordinating conjunction in this sentence?]

12. The movie was long and dull but my aunt stayed until the end. [Are there two independent clauses joined by a coordinating conjunction in this sentence?]

13. Has Janet combined the colors and brushed paint on the canvas?

14. The newspaper flew from the delivery person’s hand and landed right on the porch.

15. The leaf fell from the tree and tumbled in the wind.

16. Little Sara swam the length of the pool so her father cheered for her.

17. I rode my bike to the bus stop but I took a cab to the museum.

18. Julian mixed the ingredients and his mother baked the casserole.

19. Did Victoria kick the soccer ball and run down the field?

20. I read the article and wrote a review of it.
Commas C
Nonessential Elements

**13i. Use commas to set off nonessential subordinate clauses and nonessential participial phrases.**

A *nonessential subordinate clause* adds information to a sentence but is not necessary to the meaning of the sentence. A nonessential subordinate clause can be removed from the sentence without changing its basic meaning.

**EXAMPLE** Our teacher, who is an author, helped us begin our essays. [Who is an author is a nonessential subordinate clause. It adds information about teacher and can be removed from the sentence without changing the basic meaning of the sentence.]

**REMINDER** A *subordinate clause* is a group of words that has both a verb and its subject but does not express a complete thought.

An *essential* subordinate clause contains information that is necessary to the meaning of the sentence. An essential subordinate clause is not set off by commas.

**EXAMPLE** The boys that are standing by the lockers are my cousins. [That are standing by the lockers is an essential subordinate clause that tells which boys are being discussed.]

**EXERCISE A** The subordinate clause in each of the following sentences is underlined. If the clause is nonessential, use proofreading symbols to insert commas where they are needed. If the clause is essential and does not need commas, write C on the line provided.

**Examples**

_____ 1. My little brother, who is wearing the blue shirt, is a very fast runner. [Who is wearing the blue shirt is a nonessential subordinate clause adding information about brother. It should be set off from the rest of the sentence by commas.]

C 2. Is the book that is on the sofa Joshua’s favorite? [The essential subordinate clause that is on the sofa does not need commas.]

_____ 1. This pack which was left on the table belongs to Nancy. [Is the subordinate clause necessary to the meaning of the sentence?]

_____ 2. Is this one of the lakes where migrating geese gather? [Does the meaning of the sentence change if the subordinate clause is removed?]

_____ 3. Chip who always worked hard at his studies won a scholarship to Harvard.

_____ 4. My bicycle which needs a new tire is leaning against the fence.

_____ 5. Lyle whose family lives in New York plans to visit the city soon.

_____ 6. Holly is the only tennis player from Bayside High School who made it to the finals.
7. Jennifer wrote the article that was printed in the school newspaper.

8. We shouldn’t try to paint the car’s hood while the wind is blowing.

9. That team which is in our division was last year’s regional champion.

10. The store manager is the person whom we first contacted.

A nonessential participial phrase adds information to a sentence but is not necessary to the meaning of the sentence. A nonessential participial phrase can be removed from the sentence without changing its basic meaning.

EXAMPLE Warmed by the sun, the streets steamed after the rain. [The participial phrase Warmed by the sun adds information about streets but can be removed from the sentence without changing the basic meaning of the sentence.]

REMINDER A participial phrase is a group of words that begins with a present or past participle. The entire phrase is used as an adjective.

An essential participial phrase contains information that is necessary to the meaning of a sentence. Essential participial phrases are not set off by commas.

EXAMPLE The man jogging around the park is my father. [The participial phrase jogging around the park is necessary to the meaning of the sentence. The phrase is not set off by commas.]

Exercise B The participial phrase in each of the following sentences is underlined. If the phrase is nonessential, use proofreading symbols to insert commas where they are needed. If the phrase is essential and does not need commas, write C on the line provided.

Example 1. Thrown into the stands, the football bounced into Zack’s hands. [The participial phrase Thrown into the stands is not necessary to the basic meaning of the sentence, so it is set off by a comma.]

11. How many of the parts worn by friction can be replaced quickly? [Does the basic meaning of the sentence change if the participial phrase is removed?]

12. The snail creeping slowly finally made it to the garden.

13. Citizens needing information about where to vote should visit the city’s Web site.

14. Polished with wax the car looked as if it were new.

15. The boy speaking with the teacher about the essay is Robert.
Commas D

Introductory Elements

13j. Use a comma after certain introductory elements.

Use a comma to set off introductory words such as yes, no, well, or why at the beginning of a sentence.

**EXAMPLES**

- No, the plants haven’t been watered yet.
- Well, I think it is time to leave.

**EXERCISE A** Use proofreading symbols to add commas where they are needed in the following sentences.

**Example 1.** No, I didn’t see that bird. [No is an introductory element, so it should be set off by a comma.]

1. Well Sheila said that it might happen. [What word is an introductory element?]
2. Why that is the prettiest bouquet of flowers I have ever seen!
3. Yes I will meet you at the movies at 7 P.M.
4. Oh that was a complete surprise!
5. Yes I agree with you completely.

Use a comma after an introductory participle or participial phrase.

**REMINDER** A participle is a verb form usually ending in –ing or –ed that is used as an adjective. A participial phrase is a group of words that begins with a participle and is used as an adjective.

**EXAMPLES**

- Pouncing, the cat landed on the toy mouse. [The introductory participle Pouncing is set off from the rest of the sentence by a comma.]
- Frozen by the winter cold, the lawn had turned yellow. [The introductory participial phrase Frozen by the winter cold is set off from the rest of the sentence by a comma.]

**EXERCISE B** Use proofreading symbols to add a comma where it is needed in each of the following sentences.

**Example 1.** Reading, the boy stumbled over the chair. [Reading is an introductory participle, so it should be set off from the rest of the sentence by a comma.]

6. Proofreading his essay for the last time Julio felt happy about his work. [What words are an introductory participial phrase?]
7. Blushing Maura thanked the student council for their compliments.
8. Made from scratch the casserole tasted delicious.
9. Smiling the mayor, wearing his best suit, announced that the resolution had passed.

10. Trimmed the bushes along the front sidewalk looked good again.

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

**EXAMPLES** In the fields next to the school, we found a jacket. [The two introductory prepositional phrases are followed by a comma.]

After hard work and perseverance, we won the championship. [The long introductory prepositional phrase is followed by a comma.]

Use a comma after an introductory adverb clause. An *adverb clause* is a group of words that has a subject and a verb, cannot stand alone as a sentence, and tells *where*, *when*, *how*, or *to what extent* about another word in the sentence. An adverb clause begins with a subordinating conjunction such as *as soon as, although, after, because, if, when, or while.*

**EXAMPLES** As soon as Ashley gets here, we will leave for the recital. [The introductory adverb clause is followed by a comma.]

**EXERCISE C** Insert commas where they are needed in each of the following sentences.

**Examples 1.** While I waited for my mother, I read part of Chapter 27. [The introductory adverb clause *While I waited for my mother* should be followed by a comma.]

2. Under the umbrella over the picnic table, we ate our lunch. [A comma should follow the two prepositional phrases *Under the umbrella* and *over the picnic table.*]

11. After warming up on the violin for the next several minutes Frederick will perform. [Should a comma follow two or more introductory prepositional phrases?]

12. When you get home will you please let the dog out? [Should a comma follow an introductory adverb clause?]

13. Although we didn’t think we would win the game we won by five points.

14. Near the edge of the lake the ducks quacked happily.

15. Once the dog had drunk its water did it bound off after the ball?

16. After we wash the dishes we can ride our bikes to the park.

17. By the time the game is over my mother should be here.

18. Since I have been exercising regularly I feel healthier and stronger.

19. As soon as we feed the baby we can leave for the picnic.

20. Beneath the books on the table you will find the letter.
Commas E
Interrupters

13k. Use commas to set off an expression that interrupts a sentence.

Use commas to set off nonessential appositives and appositive phrases. An *appositive* is a word that is placed beside another word to explain or describe it. An *appositive phrase* is a group of words that includes an appositive and any of the modifiers of the appositive.

A *nonessential* appositive or appositive phrase adds information to a sentence but is not necessary to the basic meaning of the sentence.

**EXAMPLE** My cousin, the athlete, draws very well. [The appositive phrase the athlete adds information about cousin but is not necessary to the meaning of the sentence.]

An *essential* appositive or appositive phrase adds information that is necessary to the meaning of the sentence. An essential appositive or appositive phrase is not set off from the rest of the sentence by commas.

**EXAMPLE** My friend Carmen invited me to dinner. [The essential appositive Carmen is not set off from the rest of the sentence by commas.]

**EXERCISE A** The appositives and appositive phrases in the following sentences are underlined. If the appositive or appositive phrase is nonessential, use proofreading symbols to add commas where they are needed. If the appositive or appositive phrase is essential and the sentence is correct without commas, write C on the line provided.

**Examples**

1. Teresa, the oldest girl in our family, is graduating from high school tomorrow. [The nonessential appositive phrase the oldest girl in our family should be set off by commas.]

   C 2. My brother Tom came for a visit this weekend. [The essential appositive Tom should not be set off by commas.]

   ____ 1. Your aunt the one that lives in Mexico is a talented artist. [Will the basic meaning of the sentence change if the appositive phrase is removed?]

   ____ 2. Does the store Kodie’s sell hand-crafted shelves? [Is the appositive necessary to the basic meaning of the sentence?]

   ____ 3. Barney my little brother’s hamster runs on its wheel for hours.

   ____ 4. These tools some wrenches and screwdrivers are probably all we’ll need to finish the project.

   ____ 5. The assignment a five-page essay on wildlife is due on Monday.

7. The quilt the one with the gingham and clouds was sewn by my great-grandmother.
8. Is that dress the white chiffon the one you want?
9. My dog Barkley is the smartest dog on the whole block.
10. The dentist Dr. Nobles always kids me out of being afraid.

Words used in direct address are set off by commas. Direct address names the person or persons spoken to in a sentence.

**EXAMPLE** Marcellus, could you come here please? [Marcellus is direct address, so it is set off from the rest of the sentence by a comma.]

**Exercise B** Use proofreading symbols to add commas where they are needed in the following sentences.

**Example 1.** What are you doing after school, Sarah? [Sarah is direct address, so it should be set off from the rest of the sentence by a comma.]
11. This pasta primavera Dad is the best I have ever tasted. [What word is direct address?]
12. Your poem Mr. Reyes is inspirational.
13. Suzi what do you think of our science project?
14. I will decorate for the party Lee if you bring the plates and cups.
15. What time does the movie start Francis?

Parenthetical expressions are set off by commas. Parenthetical expressions are side remarks that add information or show relationships between ideas in a sentence. Some common parenthetical expressions are after all, by the way, for instance, however, meanwhile, and therefore.

**EXAMPLE** He was, after all, an excellent violinist. [After all is a parenthetical expression, so it is set off from the rest of the sentence by commas.]

**Exercise C** Use proofreading symbols to add commas where they are needed in the following sentences.

**Example 1.** The new girl at school, by the way, is quite nice. [The parenthetical expression by the way should be set off by commas.]
16. David went home I believe. [What words are a parenthetical expression?]
17. In the first place I never said that I could attend.
18. The tires however still need to be rotated.
19. She was incidentally the best cook in Springfield.
20. I agree with you of course.
Commas F
Conventional Uses

Use commas in certain conventional situations.

Use commas to separate items in dates and addresses. Do not use commas to separate a month from the day of the month, the day from the month when the day comes before the month, or the month from the year when no day is given.

**EXAMPLES**

- The graduation ceremony will be on Friday, May 18, 2005. [Commas are used to separate items in the dates, but a comma does not separate the month from the day of the month.]
- The reunion is scheduled for 19 November, 2006. [A comma separates the month from the year, but no comma separates the day from the month.]
- The new bridge should be completed by July 2003. [Commas are not used between the month and the year when no day is given.]

Do not use commas to separate a house number from a street name, a state name or abbreviation from a ZIP Code, or items joined by prepositions.

**EXAMPLES**

- We once lived at 1325 Newcreek Lane. [Commas are not used between the house number and a street name.]
- Send the package to 4217 Woodrow Avenue, Raleigh, NC 44873. [Commas are not used between the two-letter state abbreviation and the ZIP Code.]
- The new museum is at 637 Karen Avenue in Manchester. [At and in are prepositions. No commas are used between items separated by the prepositions.]

**EXERCISE A**

Use proofreading symbols to add commas where they are needed in each of the following sentences. Draw a slash through each comma that should not be in the sentence.

**Example 1.** In December, 2002, my grandparents will celebrate their fiftieth anniversary. [A comma is not needed between the month and the year when no date is given.]

1. The observatory will be built on Fifth Street, in Weston. [Are commas needed between items joined by a preposition?]
2. The address on the envelope read 234 Anderson Avenue, New York, NY, 65342.
3. Stop by my house at 875, Beechwood Avenue.
4. The wellness center is at 543 Bluebonnet Lane Marshall TX 74652.
5. On January 30 2018 my baby nephew will be eighteen years old.
Use a comma after the salutation of a personal letter and after the closing of any letter. The *salutation* is the short line at the top of a letter in which you greet the person you are writing. The *closing* is the short line at the bottom telling the person that the letter is about to end.

**EXAMPLES**  Dear Macy, Yours truly,

**Exercise B** Use proofreading symbols to add commas where they are needed in each of the following items.

1. Dear Grandma, [The salutation of a personal letter should have a comma.]
6. Sincerely [Should the closing of a letter have a comma?]
7. Dear James
8. Very truly yours
9. Regards
10. Dear Aunt Janet

Use a comma to set off a title, such as *Jr.*, *Sr.*, or *Ph.D.*, that follows a person’s name.

**EXAMPLE**  Roger Baldwin, Jr.

**Exercise C** Use proofreading symbols to add a comma where it is needed in each of the following items.

1. Michael Morris, Sr. [A comma should set off a title after a person’s name.]
11. Maria Cypress M.D. [Should a comma set off a title after a person’s name?]
14. Frederick Jefferson Sr.
15. Anna Bledsoe Ph.D.
Chapter 13: Punctuation, pp. 127–44
End Marks, pp. 127–28

EXERCISE A
1. Maya said that it was nice being at home again.
2. Are you finished with your essay for history class?
3. Do you think your father will give us a ride to the movies?
4. We gathered research at the library on Saturday for our essays.
5. The newspaper was delivered early this morning.
6. What do you think of my handmade quilt?
7. Is it time for the baby’s bath?
8. I would like more asparagus, please.
9. Is Michael’s specialty spaghetti with marinara sauce?
10. Allison asked Teresa if Teresa could tutor her after school.

EXERCISE B
Answers may vary slightly.
11. No! Don’t bring that spider near me!
12. Don’t climb any higher.
13. My, what a beautiful garden that is.
14. That television is far too loud!
15. Hey! Turn that music down!

Abbreviations A, pp. 129–30

EXERCISE A
1. Did you read that book by F. Scott Fitzgerald?
2. My father is known as E. E. J. Serafini.
3. One of the U.S. presidents on the list is Ulysses S. Grant.
4. When Roberta becomes an author, her pen name will be R. N. McIntyre.
5. Of all the authors we have studied, I like E. M. Forster the best.

EXERCISE C
11. a
12. a
13. a
14. b
15. b

Abbreviations B, pp. 131–32

EXERCISE A
1. b
2. a
3. b
4. b
5. a

EXERCISE B
6. b
7. b
8. b
9. a
10. a

Commas A, pp. 133–34
The final comma in each series can be deleted, depending on teacher’s instructions.

EXERCISE A
C 1. Were Robert and Marcia and Janet the finalists in the talent show?
2. My favorite kinds of books are mysteries, thrillers, and the classics.
3. We rode our bikes, swam in the creek, and fished for trout.
4. Aunt Sally sewed and washed and pressed the curtains.
5. I wrote my essay and completed my math problems and planned my science project.
6. Did Anna write, produce, and direct her own play?
7. The cows grazed in the field, mooed loudly, and stood blinking in the sunlight.
8. My father planted the flowers, mulched the garden, and watered the plants.
9. Vincent chopped the vegetables and stirred the stew and baked the bread.
10. The parrot squawked, rustled its feathers, and asked for a cracker.

**EXERCISE B**

11. The snake sunned itself on the patio and then slithered away.
12. The movie was long and dull, but my aunt stayed until the end.
13. Has Janet combined the colors and brushed paint on the canvas?
14. The newspaper flew from the delivery person’s hand and landed right on the porch.
15. The leaf fell from the tree and tumbled in the wind.
16. Little Sara swam the length of the pool, so her father cheered for her.
17. I rode my bike to the bus stop, but I took a cab to the museum.
18. Julian mixed the ingredients, and his mother baked the casserole.
19. Did Victoria kick the soccer ball and run down the field?
20. I read the article and wrote a review of it.
Commas C, pp. 137–38

**EXERCISE A**

1. This pack, which was left on the table, belongs to Nancy.
2. Is this one of the lakes where migrating geese gather?
3. Chip, who always worked hard at his studies, won a scholarship to Harvard.
4. My bicycle, which needs a new tire, is leaning against the fence.
5. Lyle, whose family lives in New York, plans to visit the city soon.
6. Holly is the only tennis player from Bayside High School who made it to the finals.
7. Jennifer wrote the article that was printed in the school newspaper.
8. We shouldn’t try to paint the car’s hood while the wind is blowing.
9. That team, which is in our division, was last year’s regional champion.
10. The store manager is the person whom we first contacted.

**EXERCISE B**

11. How many of the parts worn by friction can be replaced quickly?
12. The snail, creeping slowly, finally made it to the garden.
13. Citizens needing information about where to vote should visit the city’s Web site.
14. Polished with wax, the car looked as if it were new.
15. The boy speaking with the teacher about the essay is Robert.

Commas D, pp. 139–40

**EXERCISE A**

1. Well, Sheila said that it might happen.
2. Why, that is the prettiest bouquet of flowers I have ever seen!
3. Yes, I will meet you at the movies at 7 P.M.
4. Oh, that was a complete surprise!
5. Yes, I agree with you completely.

**EXERCISE B**

6. Proofreading his essay for the last time, Julio felt happy about his work.
7. Blushing, Maura thanked the student council for their compliments.
8. Made from scratch, the casserole tasted delicious.
9. Smiling, the mayor, wearing his best suit, announced that the resolution had passed.
10. Trimmed, the bushes along the front sidewalk looked good again.

**EXERCISE C**

11. After warming up on the violin for the next several minutes, Frederick will perform.
12. When you get home, will you please let the dog out?
13. Although we didn’t think we would win the game, we won by five points.
14. Near the edge of the lake, the ducks quacked happily.
15. Once the dog had drunk its water, did it bound off after the ball?
16. After we wash the dishes, we can ride our bikes to the park.
17. By the time the game is over, my mother should be here.
18. Since I have been exercising regularly, I feel healthier and stronger.
19. As soon as we feed the baby, we can leave for the picnic.

20. Beneath the books on the table, you will find the letter.

Commas E, pp. 141–42

**Exercise A**

1. Your aunt, the one that lives in Mexico, is a talented artist.

2. Does the store Kodie's sell hand-crafted shelves?

3. Barney, my little brother's hamster, runs on its wheel for hours.

4. These tools, some wrenches and screwdrivers, are probably all we'll need to finish the project.

5. The assignment, a five-page essay on wildlife, is due on Monday.

6. My teacher, Ms. Janowitz, offered extra help on this algebra problem. [or C]

7. The quilt, the one with the gingham and clouds, was sewn by my great-grandmother.

8. Is that dress, the white chiffon, the one you want?

9. My dog, Barkley, is the smartest dog on the whole block. [or C]

10. The dentist, Dr. Nobles, always kids me out of being afraid. [or C]

**Exercise B**

11. This pasta primavera, Dad, is the best I have ever tasted.

12. Your poem, Mr. Reyes, is inspirational.

13. Suzi, what do you think of our science project?

14. I will decorate for the party, Lee, if you bring the plates and cups.

15. What time does the movie start, Francis?

**Exercise C**


17. In the first place, I never said that I could attend.

18. The tires, however, still need to be rotated.

19. She was, incidentally, the best cook in Springfield.

20. I agree with you, of course.

Commas F, pp. 143–44

**Exercise A**

1. The observatory will be built on Fifth Street, in Weston.

2. The address on the envelope read 234 Anderson Avenue, New York, NY, 65342.

3. Stop by my house at 875 Beechwood Avenue.

4. The wellness center is at 543 Bluebonnet Lane, Marshall, TX 74652.

5. On January 30, 2018, my baby nephew will be eighteen years old.

**Exercise B**

6. Sincerely,

7. Dear James,

8. Very truly yours,

9. Regards,

10. Dear Aunt Janet,

**Exercise C**

11. Maria Cypress, M.D.

12. Patrick Matthews, Jr.


14. Frederick Jefferson, Sr.

15. Anna Bledsoe, Ph.D.