

## CHAPTER 11

# PUNCTUATION AND CAPITALIZATION

### CHAPTER PREVIEW

**In this chapter, you will learn about:**

- Making your meaning clear
  - Using the correct end marks
  - Using the correct internal punctuation
  - Using the correct capitalization
- Writing paragraphs: Developing a paragraph by cause and effect

**W**hen we speak, we make our meaning clear with more than just words. We pause at certain times, raise our voices for emphasis, and use various body movements. When we write, we use punctuation marks for the same purpose: to make our meaning intelligible to the reader. Every mark of punctuation carries some meaning and gives hints about how to read and interpret the sentence. Similarly, the capitalization of words serves as a guide to their meaning. In this chapter we will look at the most common situations in written English that require punctuation and capitalization.

## End Marks

End marks—periods, question marks, and exclamation points—are used to indicate the purpose of a sentence.

### The Period

1. Use the period to end a sentence that states a fact (called a **declarative sentence**), an indirect question, or a command (called an **imperative sentence**) that is mild.

- **Declarative sentence:** Toni Morrison, the African-American novelist, won the Nobel Prize for Literature in 1993.
- **Indirect question:** Mr. Riley asked me whether I wanted to give an oral report on one of Toni Morrison's novels.
- **Mild command:** Please help me make a poster for my presentation.

2. Use a period after most abbreviations.

- Dr.           ■ A.D.
- Jr.           ■ oz.
- etc.         ■ A.M.

Periods do not usually follow acronyms, abbreviations of well-known organizations and governmental agencies, and certain other abbreviations, including two-letter state abbreviations when ZIP Codes are included.

- UFO         ■ NATO
- TV          ■ UN
- IL          ■ UCLA

If an abbreviation comes at the end of a statement, do not use an additional period as an end mark.

- The Smithsonian Institution is in Washington, D.C.

### The Question Mark

1. Use a question mark after a direct question.
  - What did she want?
  - "What did she want?" he asked.
2. Use a question mark to indicate uncertainty about the accuracy of a word, phrase, or date.
  - The Greek philosopher Plato (427?–347 B.C.) was a disciple of Socrates.

Do not use a question mark after an indirect question.

- Patti asked if we wanted to stay for lunch.

Remember that if an abbreviation comes at the end of a statement, you do not use an additional period as an end mark. However, use a question mark if one is needed.

- Have you ever visited Washington, D.C.?

### The Exclamation Point

- Use an exclamation point after strong imperative sentences or requests.
  - Stop making that noise!
  - Get out of here!
- Use an exclamation point after an emphatic interjection or statement showing strong emotion.
  - Wow! I won the lottery!

Be careful not to overdo use of the exclamation point. When overused, it creates an almost hysterical tone in writing. Use a comma or a period instead of an exclamation point after a mild interjection.

- Yes, I'd like more coffee, please.
- No, I don't care for any dessert.

Remember that if an abbreviation comes at the end of a statement, you do not use an additional period as an end mark. However, use an exclamation point if one is needed.

### EXERCISE 11-1

Supply question marks, periods, or exclamation points where needed.

- Renee asked me whether I needed a ride to class.
- Is the meeting at 8:30 <sup>A.M.</sup> AM or <sup>P.M.?</sup> PM?
- Dr. Reilly earned his <sup>Ph.D.</sup> PhD at UCLA and now works in Washington, <sup>D.C.</sup> DC
- Louise asked me, "Do you want anchovies on your <sup>pizza?"</sup> pizza?"
- Someone yelled, "Fire!"
- Please wash your hands before touching the dough.
- The reporter asked whether forces from NATO would be sent to enforce the <sup>truce.</sup> truce
- The <sup>Rev.</sup> Rev Martin Luther <sup>King,</sup> King Jr. was known for his oratorical skills, wasn't he <sup>he?</sup> he?
- I saw a UFO on my front lawn last <sup>night.</sup> night
- The audience <sup>shouted, "Encore!"</sup> shouted "Encore" when the singer took her <sup>bows.</sup> bows
- Professor Merwin asked me what is the difference between longitude and <sup>latitude?"</sup> latitude?
- My father prefers to use an IBM typewriter instead of the computer that I bought when I was a student at the <sup>U.</sup> U of <sup>Idaho.</sup> Idaho

13. Please turn out the lights when you leave the office, will you<sup>you?</sup>
14. Rafael's address is 5730 Warren St, St Paul, MN 65101<sup>St., St. 65101</sup>
15. Did you know that the first alphabet was developed by the Sumerians around 3000 BC<sup>B.C.?</sup>



For more information and exercises about all of the kinds of end marks mentioned here, visit <http://www.mywritinglab.com>. Click "Punctuation and Capitalization," then "End Marks."

## Internal Punctuation

### The Comma

The comma is the punctuation mark most frequently used inside a sentence. It also offers the widest range of individual choice. As a result, many writers are uncertain concerning its proper use, and they sprinkle commas indiscriminately through their sentences. Do not use a comma unless you have a definite reason for doing so. The following rules will help you avoid cluttering your sentences with unnecessary commas while at the same time making certain you use commas that make your meanings clear.

- Use a comma to separate independent clauses joined by a coordinating conjunction (*and, but, for, nor, or, so, and yet*).
  - Raul brought some custard tarts for our road trip, but I accidentally sat on them.
  - Lili was bright and helpful, so I offered her a full-time job at my store.
  - Judi and Geoffrey moved to Utah from London last year, and they plan to stay permanently.

You may omit commas before the conjunction if one or both independent clauses are short.

- Jolene loves to dance but I don't.
- Sal studies art and he enjoys museums.

*Note:* Do not use a comma between two independent clauses that are not joined by a coordinating conjunction. This error creates a **comma-splice** (see Chapter 9). Use a semicolon, add a coordinating conjunction, or start a new sentence.

- **Comma-splice:** The chief mechanic examined the engine, his assistant checked the tires.
- **Correct:** The chief mechanic examined the engine, and his assistant checked the tires. (**Or:** The chief mechanic examined the engine. His assistant checked the tires. **Or:** The chief mechanic examined the engine; his assistant checked the tires.)

Do not use a comma before a coordinating conjunction linking two words or phrases.

- **Nonstandard:** Shelly wrote a term paper on the history of jazz, and hip hop. (The conjunction *and* does not join two independent clauses.)
- **Standard:** Shelly wrote a term paper on the history of jazz and hip hop.

### EXERCISE 11-2

Add commas to the following sentences wherever needed. If no comma is needed in a sentence, write “C” in front of it.

1. Making your diet healthier can be difficult, but it’ll be easier if you make just a few small changes.
2. **C** Make one change at a time; allow yourself to get used to it before you try more changes.
3. Nothing can replace the thrill and flavor of a big bowl of potato chips while you study or watch DVDs, yet you may find some pleasure in a bowl of low-calorie popcorn, carrot coins, or mango slices.
4. Have a big breakfast, and you’ll eat fewer calories throughout the day.
5. **C** Make sure your dish is half-full of fruit and vegetables, and you’ll still have room for the entrée and a little dessert.
6. Many people aren’t big fans of vegetables, so it’s nice to know that flavorful fruit is just as healthy as vegetables.
7. It may be tempting to replace a soda pop with fruit juice, but did you know that most juices have *more* calories than most sodas?
8. Many people lose weight just by cutting down on soft drinks, diluting juice with water, and limiting alcohol to weekends.
9. Soup counts as a vegetable serving, and the noncreamy kind is filling, but low-fat and low-calorie.
10. Promise yourself that you won’t supersize your meals when you eat out, or you might also need to supersize your pants!

2. Use a comma to separate an introductory adverb clause from the main part of the sentence.
  - *When we visited Los Angeles last summer*, we went to a baseball game at Dodger Stadium.
  - *Although Japan lost World War II*, the nation's economy recovered within a few years of its defeat.
  
3. Use a comma after a long introductory prepositional phrase and its modifiers.
  - *After an arduous trek over snowcapped mountains and scorched desert floors*, the Mormons finally reached Utah.
  - *In preparing your annual report to the board of directors*, be sure to include predictions for next year's sales.
  
4. Use a comma to set off an introductory participial phrase.
  - *Remembering the promise made to his wife*, Marco carefully kept a record of his expenditures and entered each purchase in his checkbook.
  - *Pleased by the initial reaction from the customers*, the owner of the hardware store extended its sale another week.

Do not put a comma after participial phrases that are actually the subject of the sentence.

- **Nonstandard:** Playing golf once a week, was Carl's only exercise.
  - **Standard:** Playing golf once a week was Carl's only exercise.
  
  - **Nonstandard:** Reading about the lives of the Acadians, made me want to visit Cajun country in Louisiana.
  - **Standard:** Reading about the lives of the Acadians made me want to visit Cajun country in Louisiana.
5. Use a comma to set off an introductory infinitive phrase unless the phrase is the subject of the sentence.
    - To make a best-selling CD, you must overcome tremendous obstacles.  
(**But:** To win the jackpot in Las Vegas was his dream.)
    - To impress his future in-laws, Marty wore a suit and tie.  
(**But:** To impress his future in-laws was Marty's goal.)

**EXERCISE 11-3**

Add commas to the following sentences wherever needed. If no comma is needed in a sentence, write “C” in front of it.

- 1.C Nearly two million Native Americans live and preserve their tribal cultures in every part of the United States.
  2. Dozens of tribes across the country host pow-wows every year, and visitors are often encouraged to attend them.
  3. A huge gathering open to the public, a typical pow-wow features parades, dancing, singing, and other Native American customs.
  4. After a pageant in which young tribal women’s beauty and achievements are admired by all, one contestant is crowned as princess.
  - 5.C Remembering old tribal ways and customs and passing them on to younger members are the main aims of tribal pow-wows.
  6. Reflecting the influence of the surrounding U.S. culture, some pow-wows feature golf tournaments and games of softball or volleyball.
  7. Employing a variety of dance styles and costumes, the dance contests are crucial parts of any pow-wow.
  8. Circling the drummers and bobbing in a slow, smooth rhythm, the female dancers sway gracefully.
  - 9.C Lids of snuff cans decorated and hung from women’s dresses for the Jingle Dance produce tinny tones that are light and musical.
  - 10.C Performers of the men’s Traditional Dance are said to be reenacting the stealth of a warrior seeking his foe.
  11. Unless you are a Native American, you must remember that you are visiting a different culture with its own etiquette.
  - 12.C It is important to bring your own seating and avoid sitting on benches reserved for dancers.
  13. When the Blanket Dance is done, you will be expected to join the custom of placing at least a dollar on the blanket.
  - 14.C Standing respectfully during solemn songs is an important custom.
  15. From the Oneida of New York to the Chumash of California, a tribe is planning a pow-wow within a day’s drive from virtually everywhere.
6. Use a comma after an introductory request or command.
- *Remember*, tomorrow is the deadline for filing your tax return.
  - *Look*, we’ve been through all of this before.

7. Use a comma to separate words, phrases, or clauses in a series unless all of the items are joined by *and* or *or*.
- She was young, attractive, and talented. (**But:** She was young and attractive and talented.)
  - The job requires one to travel constantly, to be separated from one's family, and to work long hours with little hope of advancement.
  - Huynh made some sandwiches, Carolyn brought her guitar, and Tara furnished the soft drinks.
8. Use a comma to separate interrupting elements (words, phrases, and clauses) when they break the flow of a sentence.
- It is a fact, *isn't it*, that the spleen filters the blood?
  - Jorge will stay, *if possible*, with his brother in Laredo.

Other interrupting elements (also called parenthetical elements or transitional expressions) include the following: *as a matter of fact*, *at any rate*, *for instance*, *nevertheless*, *of course*, *therefore*, *in my opinion*, *on the other hand*, and *that is*. These and similar phrases are usually set off by commas when they appear in a sentence.

- Cleveland, on the other hand, is situated on a lake.
  - The store had three good reasons, nevertheless, for going bankrupt.
  - The Pistons and the Spurs, for example, acquired new managers.
9. Use a comma to set off direct address and words like *please*, *yes*, and *no*.
- You should wear a helmet, Roxanne, when you ride your motorcycle.
  - Will you get off my foot, please.
  - Yes, I collect old fishing reels.

#### EXERCISE 11-4

Add commas to the following sentences wherever needed. If no comma is needed in a sentence, write "C" in front of it.

1. Physics, literature, economic science, and peace efforts are among the categories for which the Nobel Prize is given.
2. No, James did not attend Grambling State University in Louisiana; he attended Tennessee Technological University in Cookeville.
3. Remember, Larry, that we agreed to meet Heather and Sean for dinner tonight.



4. We can't decide whether to tour Hungary, Poland, or Ukraine for our graduation trip.
5. Michael Jordan, Wilt Chamberlain, Elgin Baylor, and Jerry West scored more points per game in their careers than any other NBA player.
6. The best places to meet men, if you ask me, are record stores, cafes, sports bars, and jazz clubs.
- 7.C English majors often make fruitful careers as lawyers or broadcasters or advertising executives.
8. Tell me, please, how to download these songs to my MP3 player.
9. The U.S. population is approaching three hundred million; therefore, we need better public transit.
10. Most of the fireworks used for Fourth of July shows are made in China, not the United States.

### Additional Uses of the Comma

1. Use a comma to set off modifiers that are not essential to the sense of the sentence. **Nonessential** (or **nonrestrictive**) **modifiers** add information to the sentence, but they modify things or people clearly identified in the sentence. In other words, they could be removed from the sentence, and the reader would still know who (or what) the sentence was about. As you saw in Chapter 8, nonessential clauses are set off by commas.

- Keith Olbermann, *who was born in New York City*, is a well-known television journalist and sports commentator. (The adjective clause *who was born in New York City* is not essential to the identity of the subject *Keith Olbermann*, nor is it required for the central meaning of the sentence. Therefore, it is nonessential and is set off by commas.)

But, as you also saw in Chapter 8, if a clause is an essential (or restrictive) modifier, it is not set off by commas.

- Anyone *who was born in Virginia* is eligible to apply for the scholarship. (The adjective clause *who was born in Virginia* is essential to the meaning of the sentence. Not everyone is eligible to apply for the scholarship—just those born in Virginia. The clause is therefore essential and is not set off by commas.)

Nonessential appositives are set off by commas. An **appositive** is a word or phrase following a noun or pronoun that renames or explains it. Most appositives are nonessential and require commas.

- Alexander Hamilton, the first secretary of the Treasury of the United States, was killed in a duel. (The fact that Alexander Hamilton was the first secretary of the Treasury gives further information about the subject, but it is not essential to the meaning of the sentence. Therefore, the appositive is set off with commas.)
- Mr. Murphy, my physics instructor, has won several national bodybuilding titles. (Like the preceding appositive, *my physics instructor* gives additional but nonessential information about the subject and is therefore set off with commas.)

Some appositives are restrictive, or serve as **essential modifiers**—that is, they are needed in the sentence to identify the element they rename. In such cases they are not set off with commas.

- The rapper M. C. Hammer once worked for the Oakland A's baseball team. (Which rapper worked for the Oakland A's baseball team? We would not know unless the appositive *M. C. Hammer* were included. Therefore, the appositive is essential and commas are not used.)
2. Use a comma to set off **coordinate adjectives**. Adjectives are coordinate if *and* can be placed between them. They describe different qualities of the same noun and may be separated by a comma rather than *and*.

- a long, boring movie (a long *and* boring movie)
- an expensive, rare gem (an expensive *and* rare gem)

Some adjectives are not coordinate, and therefore no commas are used to separate them.

- dirty blue jeans
- a retired staff sergeant
- an exciting volleyball game

Notice that you would not write the following.

- dirty and blue jeans
- a retired and staff sergeant
- an exciting and volleyball game

Adjectives usually precede the word they describe; when they follow the word they describe, they are set off with commas.

- **Usual order:** The loud and unruly crowd stormed the soccer field.
- **Inverted order:** The crowd, loud and unruly, stormed the soccer field.

**EXERCISE 11-5**

Add commas to the following sentences wherever needed. If no comma is needed in a sentence, write “C” in front of it.

1. The rain, unexpected and drenching, forced us to cancel the homecoming parade.
  2. **C** Anyone who arrives after the start of the play will not be seated until the intermission break.
  3. Maya Angelou, the African-American poet, was our commencement speaker.
  4. Moreno’s older brother, who owns a Mexican restaurant, has written a popular cookbook.
  5. **C** The first step in solving the problem is to find the lowest common denominator.
  6. **C** A damp piercing wind cut through her thin jacket.
  7. Our guide, who spoke five languages, explained the meaning of the carving on the wall.
  8. **C** The actor Liam Neeson was born in Northern Ireland.
  9. **C** Many professional hockey players who formerly played for the Soviet Union or Russia now play on American teams.
  10. The policeman, frowning and shaking his head, refused to let us park in front of the theater.
3. Use a comma to set off contrasted elements and opposing expressions.
    - Tom owns an iPhone, not a BlackBerry.
    - Michael works at a casino in Reno, not Las Vegas.
  4. Use a comma to set off quoted material.
    - “I was accepted to my three favorite colleges,” said Tameka.
    - Ana announced proudly, “I’ve sold more cars than anyone else at our dealership this month.”
  5. Use commas to set off the year in complete dates.
    - The events of September 11, 2001, changed U.S. foreign policy for years to come.
    - On June 3, 2013, I will finally receive my Bachelor of Arts degree!

When only the month and year are given, the comma is usually omitted.

    - President John F. Kennedy was assassinated in November 1963.
    - I bought my first laptop computer in April 1994.

6. Use a comma to separate the elements in an address.
- Santa’s Workshop, 1000 Reindeer Lane, Omaha, Nebraska
- Within a sentence, place a comma after the final element in an address.
- Mitchell Neighborhood Park, on Cox Street, in Bossier City, has lighted sports fields.
7. Use a comma to set off abbreviations standing for academic degrees when they appear within a sentence.
- My physician, Jennifer Chin, M.D., is one of my former high school students.
- Notice that only one period is necessary at the end of a sentence.
- My physician is Jennifer Chin, M.D.
8. Use a comma to prevent misreading. In some sentences it is necessary to use a comma even though no rule requires one.
- **Confusing:** To Mary Jane was very special.
  - **Clear:** To Mary, Jane was very special.
  - **Confusing:** While we ate the dog continued to bark.
  - **Clear:** While we ate, the dog continued to bark.

### EXERCISE 11-6

*Add commas to the following sentences wherever needed. If no comma is needed in a sentence, write “C” in front of it.*

1. Send your birthday card to the U.S. president at The White House, 1600 Pennsylvania Avenue NW, Washington, D.C. 20500.
2. This spicy noodle dish is probably Thai, not Chinese.
3. Sophie Rubliev, D.D.S., asks fair prices for dental work.
4. “I’ll think about it,” said Karen when Jake proposed marriage.
5. If you want to meet me for dinner, text-message me.
6. Carl Edwards and Dale Earnhardt, Jr., race stock cars, not thoroughbred horses.
7. **C** The Panama Canal was once owned by the United States.
8. **C** They met on Valentine’s Day 2006 and were married in June 2008.

9. On Tuesday, November 6, 2012, the nation will vote for a president.
10. Ramona Flores, Ph.D., is my political science professor.

### Omitting Commas

When in doubt, many writers are tempted to add commas to their sentences. Too many commas, however, can slow down the thought or confuse the meaning. Here are some of the common situations that might tempt you to use the comma.

1. Do not use a comma after the last item in a series of adjectives preceding the noun.
  - **Nonstandard:** She was a dedicated, imaginative, creative, painter.
  - **Standard:** She was a dedicated, imaginative, creative painter.
2. Do not use a comma between two words joined by a coordinating conjunction.
  - **Nonstandard:** A good night's rest, and a healthy breakfast are the best preparation for a test.
  - **Standard:** A good night's rest and a healthy breakfast are the best preparation for a test.
3. Do not separate a verb from a restrictive *that* clause.
  - **Nonstandard:** The surgeon general has determined, that cigarette smoking is dangerous to your health.
  - **Standard:** The surgeon general has determined that cigarette smoking is dangerous to your health.
4. Do not use a comma to separate the subject from its verb.
  - **Nonstandard:** The American painter Whistler, is best known for his painting of his mother.
  - **Standard:** The American painter Whistler is best known for his painting of his mother.
5. Do not use a comma to separate independent clauses unless the comma is followed by a coordinate conjunction (see Chapter 9 for information about comma-splices).
  - **Nonstandard:** The blaze began at Barksdale Air Force Base, it burned out of control for nine hours.
  - **Standard:** The blaze began at Barksdale Air Force Base, and it burned out of control for nine hours.



Log onto <http://www.mywritinglab.com> for more material on commas. Click "Punctuation and Capitalization," then "The Comma," for explanations and exercises, including a paragraph that needs rewriting.

## The Semicolon

1. Use a semicolon to separate two related independent clauses when there is no coordinating conjunction to join them.

- The law is clear; the question is whether it is fair.
- Competition for admittance to medical school is intense; only one applicant in about twenty is admitted.

If you use a comma instead of a semicolon for an omitted conjunction, you will create a comma-splice (see Chapter 9 and page 237 in this chapter). The exception to this rule is the case of compound sentences in which the clauses are very short.

- I came, I saw, I conquered.

2. Use a semicolon to separate independent clauses joined by a **conjunctive adverb**. Conjunctive adverbs are words like *however*, *moreover*, *therefore*, *furthermore*, *nevertheless*, *consequently*, *otherwise*, *besides*, and *hence* (see Chapter 9).

Conjunctive adverbs are not conjunctions, and therefore they require more than a comma before them. When they come at the beginning of an independent clause, a semicolon or period should precede them. If they are not preceded by a semicolon or period, the result is a comma-splice.

- **Comma-splice:** Puerto Rico is not a state, however, its residents are American citizens.
- **Standard:** Puerto Rico is not a state; however, its residents are American citizens.
- **Comma-splice:** The Bentley is an expensive automobile, moreover, its maintenance costs are higher than for most other cars.
- **Standard:** The Bentley is an expensive automobile; moreover, its maintenance costs are higher than for most other cars.

3. Use a semicolon to separate items in a series if the items contain commas.

- Copies of the report should be sent to our offices in St. Louis, Missouri; Spokane, Washington; Rochester, Minnesota; and Lima, Ohio.

**EXERCISE 11-7**

Add a semicolon or comma where needed in the following sentences, and delete any unnecessary punctuation. If a sentence is punctuated correctly, write “C” in front of it.

1. Cows will not eat hay that has a musty odor; therefore, farmers must make sure that it is dry before they bale it.
2. Professor Kgosi showed us slides of his trip to Zanzibar, Tabora, and Linga in Tanzania; Nairobi, Nakum, and Mombasa in Kenya; and Jube, Waw, and Kartoum in Sudan.
3. I will have to find a job this semester, or I will have to get a loan to pay for my tuition.
4. C Eddie decided to leave before dinner because the roads were becoming icy.
5. Jessica quit her job at the bakery last week; she plans to move to Cedar Rapids to take over her father’s farm.
6. The music that the disc jockey played was from the 1950s, so I decided to listen instead of dance.
7. Tran speaks English at school; at home, however, he speaks Vietnamese.
8. Monaco has no famous colleges or universities; however, it has a ninety-nine percent literacy rate.
9. Studies have demonstrated that wearing seatbelts reduces the likelihood of injury; however, many drivers refuse to wear them.
10. The striking workers demonstrated in front of the factory, but the company officials refused to meet with them.

**The Colon**

The colon can be thought of as an equal sign; it tells the reader that what follows it is equivalent to what precedes it.

1. Use a colon to introduce a list of items after an independent clause.
  - Three countries abstained from voting: Poland, Cuba, and Canada.
  - Yiddish is made up chiefly of words from four languages: Russian, German, Polish, and Hebrew.
2. Use a colon to introduce a word or phrase that renames or explains an earlier idea in the sentence.
  - The Hubble telescope soared into space despite a serious flaw: a distortion in one of its light-gathering mirrors.

3. Use a colon between two complete thoughts when the second explains the first.

■ It was becoming painfully obvious to him: he was being ignored.

A less frequent use of the colon is after a list of items preceding an independent clause.

■ Cuba, Brazil, and Australia: these are the largest producers of cane sugar.

4. Use a colon after a salutation in a business letter and between the hour and minutes when referring to time.

■ Dear Senator Menendez:

■ 8:22 P.M.

Do *not* place a colon between a verb and its objects or complements or between a preposition and its objects.

■ **Nonstandard:** Her favorite science-fiction writers are: Ursula LeGuin, Isaac Asimov, and Harlan Ellison.

■ **Nonstandard:** Charlie Chaplin was easily recognized by: his black mustache, his walk, and his black hat.

### EXERCISE 11-8

*Insert a colon wherever needed in the following sentences, and delete any colons that are unnecessary or incorrect. If a sentence is correct, write "C" in front of it.*

1. Although Barbara and I were in Boston for just one day, we were able to achieve our goal:a tour of the city's historical sites.
- 2.**C** The Boston area is home to more than fifty colleges and universities, including Harvard University, Boston College, and the Massachusetts Institute of Technology.
3. The North End and Beacon Hill possess quaint features of a bygone era: cobbled streets, gaslights, and treacherous brick sidewalks.
- 4.**C** At the Congress Street bridge we saw a full-scale working replica of the Boston Tea Party ship and a colorful reenactment of the dumping of tea into the harbor.
- 5.**C** Barbara and I stopped for coffee at the Bull & Finch pub, whose facade and interior were featured in the television show *Cheers*.
6. I was amazed by the New England Aquarium's four-story circular glass tank, which houses the aquarium's main attractions:sharks, turtles, eels, and hundreds of tropical fish.



7. We next visited the Old North Church, whose steeple contained the two lanterns that sparked the famous midnight ride of Paul Revere.
8. Next we toured the 1713 Old State House to see tea from the Boston Tea Party, one of John Hancock's coats, and the east front where the Boston Massacre occurred.
9. Handwritten documents, tape recordings, and the actual Oval Office desk: these mementos at the John F. Kennedy Library touched us deeply.
10. As dusk descended on Boston, Barbara and I strolled to the Public Garden for our final treat: a ride in one of the famous swan-shaped boats.

### Parentheses

1. Use parentheses to enclose unimportant information or comments that are not an essential part of the passage. In this respect parentheses are like commas; the difference is that they evoke the reader's attention more than commas.
  - Mapmakers use a system of medians of longitude (from the Latin *longus*, "long") and parallels of latitude (from *latus*, "wide").
  - Zora Neale Hurston (who started out as an anthropologist) is one of the finest novelists in American literature.
2. Use parentheses to enclose dates that accompany an event or a person's name.
  - The Iran-Contra scandal (1988) involved several members of President Reagan's administration.
  - Louis Armstrong (1900–1971) invented the popular "scat" style of singing.

*Note:* Never insert a comma, a semicolon, a colon, or a dash before an opening parenthesis.

- **Nonstandard:** Exposure to various chemicals, (including benzene, asbestos, vinyl chloride, and arsenic) increases risks of various forms of cancer.

### The Dash

The dash is a forceful punctuation mark, but it must be used carefully. It often takes the place of the comma, the semicolon, the colon, or parentheses in a sentence in order to separate emphatically words or groups of words. The difference between the dash and these other marks is that it focuses attention on the items being separated.

1. Use a dash to mark an abrupt change in the thought or structure of a sentence.
  - I wonder if we should—oh, let's take care of it later.

2. Use a dash to make parenthetical or explanatory matter more prominent in the sentence.
  - George Halas—one of the founders of the National Football League—was known as “Papa Bear.”
  - The family’s belongings—their clothing, furniture, computer, and other possessions—were stolen during their weekend absence.
3. Use a dash to set off single words that require emphasis.
  - Sandra thinks about only one thing—money.
4. Use a dash to set off an appositive or an introductory series.
  - Only one professional wrestler—Jesse Ventura—has been elected governor of a state. (The use of dashes in this sentence emphasizes the appositive *Jesse Ventura*; parentheses would also be correct, but they would not present the same emphasis.)
  - Leonardo da Vinci, William the Conqueror, Alexander Hamilton, and Richard Wagner—they were all illegitimate children. (A colon could also be correct in this sentence after *Richard Wagner*.)

### EXERCISE 11-9

*Depending on what you believe is the desired emphasis, insert parentheses or dashes in the following sentences. An "X" in the following sentences indicates that a student may insert either a parenthesis or a dash, depending on the desired emphasis.*

1. DollarXmy petXdog is not allowed to enter the house.
2. Law, navigation, politics, medicine, war—Shakespeare wrote about all of these topics.
3. If we win the championship gameXand the critics say we won'tXit will be a tremendous victory for our athletic program.
4. My oldest brotherXthe computer programmer who lives in Rockville CentreXis unable to attend our cousin's wedding.
5. Earl claims that it was her intelligenceXnot her wealthXthat attracted him.
6. The most common American slang termsXaccording to an authority on languageXdeal with money, sex, and drinking.
7. Only one obstacle kept Con from a career in music—talent.
8. I read an article in the *Times*Xor maybe it was *Newsweek*Xdescribing the tornado in Kansas last week.
9. Kent's fatherXan acupuncturistXlives in San Antonio.
10. Our dinner last nightXsalad, steak, a vegetable, and dessertXcost only five dollars with a special coupon.



Feeling semi-queasy about semicolons? Visit <http://www.mywritinglab.com> to hone your skills in the use of semicolons, colons, dashes, and parentheses. Just click “Punctuation and Capitalization,” then “Semicolons, Colons, Dashes, and Parentheses.” You will find an animation that explains each concept, along with exercises and a passage that needs revision.

### Quotation Marks

Quotation marks have three main functions: to indicate the exact words of a speaker, to call attention to words used in an unusual sense or in definitions, and to enclose the title of certain kinds of literary and artistic works. In every case, be sure that you use them in pairs; a common mistake is to omit the second set of quotation marks.

1. Use quotation marks for direct quotations; that is, use quotation marks around the exact words of a speaker.

- “I’d like four onion bagels, please,” said the customer.

- Bill asked Linda, “What time shall I pick you up?”

Notice that a comma precedes quotation marks in a direct quotation and that the first word of the quotation is capitalized if the quotation is a complete sentence. Do not use quotation marks for indirect quotations.

- Bill asked Linda what time he should pick her up.

Always place commas and periods *inside* the end quotation marks.

- “Send me an email,” Hans said, “if you decide to visit Berlin.”

When the quotation is a question or exclamation, place the question mark or exclamation point *inside* the quotation marks.

- “That video game is too loud!” exclaimed Ed’s father.

- “Which ice cream flavor is your favorite?” I asked my classmate.

When the question mark or exclamation point applies to the entire sentence and not just to the quotation, it should be placed *outside* the end quotation marks.

- Did he really say, “I’m the toughest guy in the sophomore class”?

- The word I associate with my job is “hectic”!

Always place semicolons *outside* the end quotation mark.

- The Peruvian soccer fans yelled “Ole!”; then the winning goal was scored.

Enclose quoted material *within* a direct quotation in single quotation marks.

- “Please don’t call me ‘Cutie-Pie’ in front of my friends,” the boy begged his mother.
- “My favorite Fergie song is ‘Big Girls Don’t Cry,’” said Kareem.

2. Use quotation marks for words and definitions; that is, use quotations marks to call attention to words used in an unusual sense and in definitions.

- April likes to rap about hard times in her life; her brother calls her “melodramatic.”
- I feel ancient when deejays refer to my favorite music as “old school.”
- The Spanish expression “Adios” comes from another expression meaning “Go with God.”

*Note:* Some writers prefer to italicize words when used in this sense.

3. Use quotation marks for titles of literary and artistic works; that is, use quotation marks to enclose titles of short works. These include titles of songs, essays, magazine and newspaper articles, television episodes, chapters of books, and short poems. Longer works appear in italics (or are underlined).

- **Poem:** “The News Today”  
“Lady Lazarus”
- **Song:** “Hey Ya!”  
“My Achy-Breaky Heart”
- **Short Story:** “The Dead”  
“The Hunger Artist”

## Italics

1. Italicize (or underline) the titles of books, plays, magazines, newspapers, movies, long poems, paintings, and the names of ships, airplanes, and trains.

- **Book:** *Atonement*  
*Harry Potter and the Deathly Hallows*
- **Play/Musical:** *The Coast of Utopia*  
*Wicked*
- **Magazine:** *Vibe*
- **Newspaper:** *Wall Street Journal*
- **Television:** *The Office*

## 254 Punctuation and Capitalization

- **Movie:** *Iron Man*
  - **Web Site:** *Facebook*
  - **Painting:** *Mona Lisa*
  - **Long Poem:** *The Odyssey*
  - **Ship, Airplane, or Train:** *Titanic, High Flyer, Midnight Express*
2. Italicize (or underline) foreign words and phrases that have not yet been adopted as English expressions. If you are not certain about the current status of a particular word or phrase, use a modern dictionary.
- *ad hominim* (Latin)
  - *Shalom* (Hebrew)
  - *de rigeur* (French)
3. Italicize (or underline) letters, numbers, and words when referring to the letters, numbers, and words themselves.
- Georgia received two *B's* and two *A's* this semester.
  - Three Russian ice-skaters received *10s* in the Olympic competition.
  - The word *mischievous* is frequently mispronounced by speakers. (As you saw earlier, some writers prefer to enclose words used like this in quotation marks.)
4. Italicize (or underline) words that receive special emphasis.
- He lives in Manhattan, *Kansas*, not Manhattan, *New York*.

When words that would be italicized in a book are handwritten or typed, they are underlined.

### EXERCISE 11-10

Supply missing quotation marks, and underline where appropriate in the following sentences.

1. Would you please translate the French phrase noblesse oblige for me?
2. Janice led a discussion of three poems by Rita Dove titled "Wiring Home," "Exit," and "Lady Freedom Among Us."
3. We rode the Ski Express train to Vermont as a result of reading an article about it in Slate Magazine.
4. "My favorite love song," said Darnell, "is 'No One,' as sung by Alicia Keys."

5. The expression “to love, honor, and obey” has been dropped from some marriage ceremonies.
6. Have you read A New Earth or The Power of Now, both written by Eckhart Tolle?
7. “Faster Than a Speeding Photon,” an article by David Freedman in Discover magazine, discusses Einstein’s theory of the speed of light.
8. Isabel Allende, the Chilean novelist, has written a humorous book about the pleasures of food titled Aphrodite.
9. Although the movie The DaVinci Code was not believable, the references to baseball history were interesting.
10. Did you read the review of the movie Singin’ in the Rain in the Louisville Herald?
11. When CSI: Miami is on television, Oscar refuses to answer the telephone.
12. In the film The Postman the leading character wins a woman’s heart by quoting from the poems “Walking Around” and “Leaning into the Afternoons” by the poet Pablo Neruda.
13. Stardust magazine recently published a poem titled “The Moment,” which was about Perugino’s painting titled Giving of the Keys to Saint Peter.
14. The story of the sinking of the Titanic is the subject of the movie The Titanic.
15. Song of Myself, Walt Whitman’s famous long poem, was published in 1855.



Check <http://www.mywritinglab.com> for additional resources about when and how to use quotation marks. Click “Punctuation and Capitalization,” then “Quotation Marks” for a short animation and some exercises.

## The Hyphen

The most common use of the hyphen is to break a word at the end of a line when there is not enough room for the entire word. The hyphen has several other important uses, however.

1. Use a hyphen after *ex-*, *self-*, and *all-* when they are used as prefixes.
  - ex-husband
  - self-destructive
  - all-purpose

## 256 Punctuation and Capitalization

2. Use a hyphen after prefixes that precede a proper noun or adjective.
  - anti-Semitic
  - pro-French
  - pre-Christian
3. Use a hyphen between compound descriptions serving as a single adjective before a noun.
  - wine-red sea
  - soft-spoken cop
  - slow-moving train
4. Use a hyphen to link compound nouns and verbs.
  - father-in-law
  - walkie-talkie
  - president-elect
5. Use a hyphen between fractions and numbers from twenty-one through ninety-nine.
  - one-third
  - one-fifth
  - fifty-four

### The Apostrophe

The use of the apostrophe can be somewhat tricky at times, but by following these suggestions, you will avoid the confusion that many writers have with this punctuation mark. The apostrophe is used for the possessive case (except for personal pronouns), and to indicate an omitted letter or number, specific words, and letters. In the following pages we will examine each of these uses.

1. Use the apostrophe to form the possessives of nouns and some pronouns.
  - a. To form the possessive of a *singular* person, thing, or indefinite pronoun, add 's:
    - the razor's edge
    - the dog's bark
    - everybody's obligation
    - Giorgio's motorcycle

If a proper name already ends in *s* in its singular form and the adding of 's would make pronunciation difficult, it is best to use the apostrophe only.

- Ulysses' return (Ulysses's would be difficult to pronounce but is acceptable.)
  - Moses' teachings
- b. To form the possessive of a plural noun ending in *s*, add an apostrophe only.
- the cities' mayors
  - the soldiers' wives and husbands
  - the cats' owners
- c. To form the possessive of a plural noun not ending in *s*, add 's.
- women's rights
  - children's television programs
  - mice's tails
  - alumni's representative
- d. To form the possessive of compound words, use the apostrophe according to the meaning of the construction.
- Laurel and Hardy's movies (The 's is added to *Hardy* because the construction refers to the movies that Laurel and Hardy made together.)
  - **But:** Chaplin's and Woody Allen's movies (The 's is added to *Chaplin* and *Allen* because the construction refers to the movies of Chaplin and Allen, respectively.)
  - Her mother and father's home (the home of her mother and father)
  - **But:** Her brother's and sister's homes (the separate homes of her brother and sister)
- e. To form the possessive of most indefinite pronouns, add 's:
- someone's hat
  - everybody's choice

The following indefinite pronouns can be made possessive only with *of*: *all*, *any*, *both*, *each*, *few*, *many*, *most*, *much*, *several*, *some*, and *such*.

- **Nonstandard:** Although I hadn't seen my two friends since grade school, I could remember each's name.
- **Standard:** Although I hadn't seen my two friends since grade school, I could remember the name of each.

As shown in the following list, do not use an apostrophe with the possessive forms of personal and relative pronouns.



Correct	Incorrect	Correct	Incorrect
his	his'	theirs	their's, theirs'
hers	her's, hers'	whose	who's
ours	our's, ours'	its	it's
yours	your's, yours'		

Remember that *its* indicates ownership and *it's* is a **contraction** for *it is* or *it has*. Similarly, *who's* means *who is* or *who has*.

- Use an apostrophe to indicate an omitted letter(s) in a contraction.
  - Cannot→can't
  - had not→hadn't
  - you are→you're
  - it is→it's
  - who is→who's
  - have not→haven't
- Use an apostrophe as needed to indicate the plural of an individual lowercase letter, an abbreviation, or a word used as a word.
  - p's and q's
  - Several V.I.P.'s
  - five *and's* and six *but's*

The apostrophe may be omitted when the -s's might be mistaken as a possessive.

- 11 ozs
- the SATs
- the CEOs

The apostrophe may be omitted in forming the plural in many cases.

- the 1990s (or 1990's)
- 9s (or 9's)

The first two numbers in a date are sometimes replaced with an apostrophe.

- '66 Mustang
- Spirit of '76
- "Summer of '98"

**TIPS for Forming Possessives of Nouns**

1. Make the noun singular or plural, according to your meaning.
2. If the noun is singular, add 's. If adding the 's makes the pronunciation difficult, add an apostrophe only.
3. If the noun is plural and ends in s, just add an apostrophe. If the noun is plural and ends in some other letter, add 's.

**EXERCISE 11-11**

*Insert apostrophes in the following sentences where appropriate, and delete apostrophes that are incorrect. Reword any sentence as needed. If a sentence uses apostrophes correctly, write "C" before it.*

1. Men's clothes are sold on the department store's fourth floor.
2. The girls' car was gone when they came out from the gym.
3. A snake's rattle is found at the end of it's tail.
4. He's traveling to Mali with the Peace Corps next year.
5. No one's safe when Gino practices his tennis serve.
6. Puerto Ricans are citizen's of the United States.
7. Dave and Jen's house features a pool, while Ivan's and Alicia's houses do not.
8. C From whose tree did you pluck the limes for our beverages?
9. Ty and Araceli's physics experiment won every award at the university's annual tournament.
10. If that doughnut is your's, you should either eat it or hide it before Uncle Donny's arrival.



Are you experiencing *apostrophe atrophy*? Get your brain moving again at <http://www.mywritinglab.com>. Click "Punctuation and Capitalization," then "The Apostrophe." You will find an animation about how and when to use the apostrophe, along with passages in which you can practice identifying and correcting apostrophe errors.

**Numbers**

1. If a number requires no more than two words, the general practice is to spell it out.
  - nine months later (not 9 months later)
  - forty-one dollars (not 41 dollars)
  - eighteen billion light-years (not 18,000,000,000 light-years)
2. If a number requires more than two words, the general practice is to use figures.
  - 694 tons (not six hundred ninety-four tons)
  - 4 1/2 pounds (not four and one-half pounds)
  - 1,372 pages (not one thousand three hundred seventy-two pages)
3. Write out a number beginning a sentence.
  - **Awkward:** 14 patients at Broadway Hospital were treated for food poisoning.
  - **Revised:** Fourteen patients at Broadway Hospital were treated for food poisoning.

**EXERCISE 11-12**

Insert any omitted hyphens or apostrophes in the following sentences, and make any necessary corrections in the use of numbers, quotation marks, underlining, hyphens, or apostrophes. If a sentence is correct, write "C" before it.

1. There are about **twenty** 20 species of cypress trees in North America.
2. Gwen's father is listed in **Who's** Whos Who in Science.
3. **C** Stephen Hawking, whose theories on black holes and the origin of the universe are debated by scientists, is an English physicist. **sixty thousand**
4. The coelacanth, a species of lungfish thought to have gone extinct 60,000 years ago, was discovered recently off Madagascar.
5. **C** Jason's father is a member of the Yale class of '80.
6. The surface area of the Earth is one hundred **196,950,711** ninety-six million nine hundred fifty thousand seven hundred eleven square miles.
7. **Thirty-one** 31 ingredients were required in Aunt Hilda's recipe for fruitcake.
8. Ben's **b's** and **d's** look alike in his handwriting.
9. You shouldn't drive a car when **you're** youre sleepy or intoxicated.
10. **It's** Its been difficult to make the dog sleep in **its** it's house.

**WRITING TIPS Have Pen, Will Query**

Have you written an essay, a poem, or a story that you think would appeal to a broader audience? *Poets & Writers*, a magazine that lists names of book and magazine publishers in search of good writing, is available at most libraries and booksellers. The magazine will tell you how and where to submit your work. Many of the editors listed in *Poets & Writers* specifically look for writers who have never been published.



It's all about the digits: practice using numbers in your writing. Go to <http://www.mywritinglab.com>. Click on "Punctuation and Capitalization," then "Numbers" to view an animation about abbreviations and numbers. You will also find exercises in which you can practice spotting and correcting errors in the use of abbreviations and numbers. You can even try rewriting a paragraph that contains common errors.

**EDITING EXERCISES**

*Punctuate this passage from the novel Great Expectations by Charles Dickens. The first speaker is an escaped convict. The second speaker is seven-year-old Pip, who is lingering at the gravestone of his deceased parents.*

"Hold your noise!" cried a terrible voice as a man started up from among the graves at the side of the church. "Keep still, you little devil, or I'll cut out your throat!"

He was a fearful man, all in grey with a great iron on his leg. His shoes were falling apart. He had no hat, and an old rag was tied around his head. He had been soaked in water, smothered in mud, cut by stones, and torn by briars. He limped and shivered and glared and growled. His teeth chattered as he seized me by the chin.

(continued)

"Oh, don't cut my throat, sir!" I pleaded in terror. "Pray, don't do it, sir!"

"Tell me your name" said the man. Be quick about it!"

"Pip, sir."

"Show me where you live," said the man. "Point to the place!"

I pointed to where our village lay a mile or more from the church

The man, after looking at me for a moment, turned me upside down and emptied my pockets. There was nothing in them but a piece of bread. He ate the bread ravenously.

"Now look here," said the man. "Who do you live with, assuming I'm going to let you live?"

"My sister, sir. Misses Joe Gargery, wife of Joe Gargery the blacksmith, sir."

## LANGUAGE TIPS

In spoken English we usually say "I'm," "you've," "didn't," and so on (for *I am*, *you have*, and *did not*). We also use these short forms in informal written English (for example, in letters to friends). When we write short forms, we use an apostrophe (') for the missing letter or letters.

I'm = I am    you've = you have    didn't = did not

1. When 's is added to a pronoun, it can replace the *i* in *is* or the *ha* in *has*.

He's late. (He *is* late.)

He's finished the job. (He *has* finished the job.)

2. When 'd is added to a pronoun, it can replace the *woul* in *would* or *ha* in *had*.

I'd see a doctor if I were you. (I *would* see a doctor if I were you.)

I'd never been so scared in my life. (I *had* never been so scared in my life.)

## WRITING SENTENCES Using Correct Punctuation

Careless punctuation can irritate your readers and often distort the meaning of your writing. In this exercise you are asked to write original sentences illustrating the correct use of punctuation.

1. Write a brief dialogue (five or six sentences) between two speakers, using quotation marks.
2. Write a sentence in which you correctly use the dash.
3. Write a sentence using a comma to set off an introductory participial phrase.
4. Write a sentence using a comma after a long introductory prepositional phrase.
5. Write a sentence in which commas are used to set off interrupting elements.

## Capitalization

The capitalization of words helps the reader by serving as a guide to their meaning.

The rules for capitalization are based, in general, on the following simple principle: the names of *specific* people, places, and things (in other words, **proper nouns**) are capitalized; the names of *general* people, places, and things (**common nouns**) are not capitalized.

1. Capitalize the first word in every sentence, including direct quotations that are complete sentences.
  - Most homes in the United States have two or more televisions.
  - Tim asked, "Has anyone seen my cell phone?"
  - Can you imagine leaving your family and country to begin a new life elsewhere?
2. Capitalize the first and last words in a title and all other words except *a*, *an*, *the*, and unimportant words.
  - The star of the film *I Know What You Did Last Summer* now stars in the television show *Ghost Whisperer*.
  - I read the bestselling novel *The Last Lecture* for my book report.
  - *The Catcher in the Rye* has remained popular among high school students for five decades.
3. Capitalize the titles of relatives and professions when they precede the person's name or when they are used to address the person.
  - Happy anniversary, Aunt Lois and Uncle Norman!
  - We knew that Professor Nugent was also a renowned rock climber.

Do not capitalize titles of relatives and professions when they are preceded by possessives (such as *my*, *his*, *our*, and *their*) and when they are used alone in place of the full name. When a name follows, capitalize the title.

- My uncle and aunt live in Belleville, Illinois.
- We knew that our professor was also a renowned rock climber.
- My Uncle John lives in Missouri.
- Everyone wants to take Professor Barbolla's class.

4. Capitalize official titles of honor and respect when they precede personal names.

- Rabbi Schmul Frazen
- Congressman Haddad
- First Lieutenant Jennings
- Assistant Principal Webb

Do *not* capitalize titles of honor and respect when they follow personal names.

- Schmul Frazen, a local rabbi
- Ali Haddad, our congressman
- Steve Jennings, a first lieutenant in the Navy
- Suzanne Webb, the school's assistant principal

An exception to this rule may be made for certain national officials (the President, Vice President, and Chief Justice) and international figures (the Pope, the Secretary General of the United Nations).

5. Capitalize the names of people; political, religious, and ethnic groups; languages; and nationalities and adjectives derived from them.

- Mexicans
- Kenyan
- Mormonism
- Farsi
- Green Party
- Asians

6. Capitalize the names of particular streets, buildings, rivers, cities, states, nations, geographical features, and schools and other institutions.

- Sunset Boulevard
- Powell Library

- Mississippi River
- New Orleans
- Texas
- India
- Rocky Mountains
- Bethune Cookman College
- Internal Revenue Service
- Yellowstone National Park

7. Capitalize directions when they refer to specific regions or are part of a proper name.

- South Carolina
- the Northwest
- Midwestern farmers
- immigrants from the Middle East
- friends from the South
- East Timor
- the West Coast
- winds from the North

Do not capitalize these words when they merely indicate a direction or general location.

- in an easterly direction
- northern Alabama
- the east side of the street
- the south of France

8. Capitalize the days of the week, months of the year, and names of holidays and religious seasons.

- Wednesday
- October
- Kwaanza
- the Fourth of July
- Ramadan
- Diwali
- Friday afternoon



9. Capitalize the names of particular historical events, eras, and special events.

- Operation Desert Storm
- World Series
- The Information Age
- Super Bowl Sunday
- the Harlem Renaissance
- the Disco Era
- Black Monday
- Sundance Film Festival
- the Middle Ages
- the Civil War

10. Capitalize the names of school subjects only if they are proper nouns or if they are followed by a course number.

- economics
- Economics 101
- Italian
- Italian for Tourists
- psychology
- Psychology 152
- web design
- Web Design for Small Business Owners

11. Capitalize all references to a supreme being.

- God
- a Supreme Being
- Allah
- the Buddha
- the Lord
- Shiva
- the Holy Spirit
- a Higher Power

## EXERCISE 11-13

Circle every letter or word that should be capitalized.

1. Lou Gehrig played for the (new) (york) (yankees) and played in 2,130 consecutive games, a record that was broken by Cal Ripkin of the (baltimore) (orioles) in 1995.
2. Marion Cotillard, the French film actress, won an (academy) (award) for (best) (actress) in the movie *La Vie en Rose* in 2008.
3. The 1964 (civil) (rights) (act) established as law equal rights for all citizens in voting, education, public accommodations, and federally assisted programs.
4. Who is the author of the expression, “(fish) and house guests smell after three days”?
5. **C** Sara Gruen is the author of the novel *Water for Elephants*.
6. A book discussing the ethical aspects of cloning has been written by a professor from (campbellsville) (university) and (professor) Jennings, who teaches at my college.
7. Happy birthday, (aunt) (mary).
8. The commencement speaker was (chief) (justice) (souter) of the (supreme) (court).
9. Colin Powell, a retired general in the (united) (states) (army), was born in New York.
10. For many years the (irish), (italians), and (jews) were the dominant ethnic groups in (new) (york) (city).
11. Many famous actors and actresses live near (mulholland) (drive) in the (hollywood) (hills).
12. My (uncle) Dan told me many stories about fishing along the banks of the (missis-) (sippi) (river).
13. Many (african) (americans) celebrate the festival called (kwanzaa), which means “(first) (fruits) of the (harvest)” in the (african) language Swahili.
14. One of the required courses for a major in mathematics is (statistics) 201.
15. Munich is the capital of (bavaria) in southern Germany and is located on the (isar) (river).

## EXERCISE 11-14

Circle every letter or word that should be capitalized. If a sentence is correct, write “C” in front of it.

1. In 1533, (britain's) (king) (henry) (viii)—though already married to (catherine) of (aragon)—married (anne) (boleyn) and was excommunicated from the (roman) (catholic) (church).
2. If I can't save enough money for tuition next semester, I'll not be able to join my family when they take their vacation to western (canada).
3. One of the most important religious holidays in the (mideast) is (ramadan).

4. Every (fourth) of (july) at our company's party, Mr. Dickerson sings "(you give love a bad name)" by the hard rock band (bon jovi).
5. Thanks to their coach's tough training methods, the water polo team from (ukraine) won a gold medal at last year's (olympics).
6. The former governor said that her memoir, (memories) of the (mansion), was factually accurate.
7. We flew (pogo airlines) from (west virginia) to western (ireland) and then to southern (norway).
8. Jennifer and her husband caught several trout in the (gulf stream) last spring.
9. A politician from the state of Mississippi revealed that he had been a member of the (klan).
10. The oldest university in the (united states) is (harvard), which was founded in 1636.
11. The (prince) of (wales) has a country estate at (balmora) (castle).
12. Floods in the northern part of (minnesota) damaged the fall crops.
13. Letters written by the explorers of the (south pole) were read to our geography class by (professor) (brink).
14. Mexico adjusts the value of its peso in accordance with the rise or fall of the American dollar.
15. Applicants for the sales position were required to pass written examinations in (english), (spanish), and (japanese).



Visit <http://www.mywritinglab.com> for more material, including an explanatory animation and some exercises, about capitalization. Click "Punctuation and Capitalization," then "Capitalization" to get started.

## EDITING EXERCISES

Supply all missing capital letters in the following paragraph.

**McKinley High School Mr. Chavez**

When I was a junior at mckinley high school, mr. chavez, our teacher, led our **American History** **Washington, D.C.** american history 101 class on a tour of washington, D.C., our nation's capital.

The city was originally carved from the state of **Maryland** maryland. It is located at the

head of the **Potomac River**, which separates it from **Virginia** to the southwest. The idea of a national capital city originated at a meeting of **Congress** in 1783 in **Philadelphia** shortly after the **War** for **Independence** had been concluded. The cornerstone of the **Capitol** was laid by **George Washington** in **September** 1793, and in 1800 the offices of the government were moved to the new capital from **Philadelphia**. The two most famous buildings are the **Capitol** and the **Executive Mansion**, which came to be known as the **White House**. The **Senate** and the **House of Representatives** meet in the **Capitol**, and the president and his family live in the **White House**. Both buildings are linked to the **Lincoln Memorial** by a mall, which was originally intended to be a broad, tree-lined avenue like the **Champs Elysee** in **Paris**. The streets in Washington are lettered to the north and south and numbered to the east and west, and the avenues are named for the states. Among notable monuments are the **Lincoln Memorial**, the **Jefferson Memorial**, and the **John F. Kennedy Center** for the **Performing Arts**. Other impressive buildings include the **Supreme Court**, the **Library of Congress**, and the **Treasury**. Two famous institutions of learning in the city are **Howard University** and **Georgetown University**. The oldest residential neighborhood is **Georgetown**, where most of the foreign embassies are located. Washington hosts hundreds of national conventions of organizations such as the **National Association of Manufacturers** and the **National Education Association**. Tourism is also a major source of income, which benefits such nearby communities as **Chevy Chase**, **Bethesda**, and **Silver Spring** in the state of **Maryland** and **Alexandria**, **Falls Church**, and **Arlington** in **Virginia**. Most tourists visit the city in the spring and summer months. While in the capital, we saw several members of **Congress**, and we met **Senator Wilson** from our state. We also attended the musical play “**Phantom of the Opera**.”

**WRITING SENTENCES Using Correct Capitalization**

As you saw in this chapter, a word can often be capitalized in one situation but not capitalized in another. In this exercise you will be asked to illustrate such situations.

1. Write a sentence in which “president” is capitalized. Next, write a sentence in which “president” is not capitalized.
2. As in the previous example, use the following words in original sentences. For each word, write two sentences: one that requires the word to be capitalized, and one that requires that it not be capitalized.
  - uncle (or aunt)
  - professor
  - university
  - street
  - college
  - west (or another direction)
  - day
  - biology (or another subject)

**LANGUAGE TIPS**

We often use the following words with verbs.

on	back
off	over
in	about
out	around
up	forward
down	through
away	along

For example:

<i>get on</i>	The bus was full. We couldn't <i>get on</i> .
<i>drive off</i>	She got into the car and <i>drove off</i> .
<i>come back</i>	We're <i>coming back</i> next Saturday.
<i>turn on</i>	Please <i>turn on</i> the light so that I can see.

These italicized words (*get on*, *drive off*, *come back*, and *turn on*) are verb phrases. When words like *on*, *off*, *up*, *down*, and so forth follow verbs, they give a special meaning to the verbs. For example:

Sorry I'm late. My car *broke down*.

*Look out!* There's a car coming.

I was very nervous as the plane *took off*.

Marino has *to get up* at five o'clock every morning in order to get to work on time.

For more information on verb phrases, see page 16.

# REVIEW TEST 11 - A

## Punctuation

In the space provided, write the letter of the sentence that is correctly punctuated.

- b   1. a. Newsweek publishes the list “America’s Top Public High Schools” each May.  
b. *Newsweek* publishes the list “America’s Top Public High Schools” each May.
- b   2. a. Olivia’s mother brought us a couple diet cokes while we studied for our biology 101 exam.  
b. Olivia’s mother brought us a couple Diet Cokes while we studied for our Biology 101 exam.
- a   3. a. Tyler said that he can’t wait until the Green Bay Packers’ season starts.  
b. Tyler said “that he can’t wait until the Green Bay Packers’ season starts.”
- a   4. a. Gavin wrote two short but funny poems, “Shopping for Socks” and “Hey! I’m Trying to Take a Nap!”  
b. Gavin wrote two short but funny poems, *Shopping for Socks* and *Hey! I’m Trying to Take a Nap!*
- a   5. a. Some students who wanted to see the Granite Mountains of Wyoming have found an affordable tour deal online.  
b. Some students, who wanted to see the Granite Mountains of Wyoming, have found an affordable tour deal online.
- b   6. a. The N.F.L. is the only major sports league whose balls are made in the United States; every Super Bowl ball comes from an Ada Ohio factory.  
b. The NFL is the only major sports league whose balls are made in the United States; every Super Bowl ball comes from an Ada, Ohio, factory.
- a   7. a. Turmeric, not garlic, is the spice that makes curry so zesty and delicious.  
b. Turmeric not garlic is the spice that makes curry so zesty and delicious.
- b   8. a. One of China’s worst natural disasters, the May, 2008 earthquake claimed more than forty thousand human lives.  
b. One of China’s worst natural disasters, the May 2008 earthquake claimed more than forty thousand human lives.
- b   9. a. Our marching band will play three songs at Friday’s game “Here Comes the Sun,” “Lollipop,” and “Picture to Burn.”  
b. Our marching band will play three songs at Friday’s game: “Here Comes the Sun,” “Lollipop,” and “Picture to Burn.”

- a 10. a. Julia asked, “Are you in the mood for a hot lunch?”  
b. Julia asked, “Are you in the mood for a hot lunch.”
- b 11. a. Basketball announcer Charles Barkley is known for his use of the humorous non sequitur, in addition to his outstanding NBA career.  
b. Basketball announcer Charles Barkley is known for his use of the humorous *non sequitur*, in addition to his outstanding NBA career.
- a 12. a. Remember, we promised to meet Ted and Gail later.  
b. Remember we promised to meet Ted and Gail later.
- a 13. a. The day that Jessica Alba got married was traumatic for my eight-year-old brother; he swore he’d never love again.  
b. The day that Jessica Alba got married was traumatic for my eight-year-old brother, he swore he’d never love again.
- b 14. a. On October 20, 2007, Bobby Jindal became the first indian-american governor in U.S. history.  
b. On October 20, 2007, Bobby Jindal became the first Indian-American governor in U.S. history.
- a 15. a. Please ship my textbooks to 1700 Curson Avenue, Los Angeles, California 90028.  
b. Please ship my textbooks to 1700 Curson Avenue, Los Angeles California 90028.
- a 16. a. Jamar wore a new dark blue silk shirt to the awards ceremony.  
b. Jamar wore a new, dark blue, silk shirt to the awards ceremony.
- b 17. a. Mitt Romney was the first mormon to run for the U.S. presidency.  
b. Mitt Romney was the first Mormon to run for the U.S. presidency.
- b 18. a. Gerald Munson D.D.S. has put braces on all of the children in my family.  
b. Gerald Munson, D.D.S., has put braces on all of the children in my family.
- b 19. a. Red Sox player Jon Lester pitched a perfect no-hitter against the Royals, amazingly, it was just one year after he beat cancer.  
b. Red Sox player Jon Lester pitched a perfect no-hitter against the Royals—amazingly, it was just one year after he beat cancer.
- a 20. a. Who actually won the senate seat is still unknown because officials are still counting votes.  
b. Who actually won the senate seat, is still unknown because officials are still counting votes.

## Capitalization

Below each sentence, put an "X" next to the letter of any word in the sentence that should be capitalized.

21. My (a) uncle Ray taught his parrot to sing some lyrics from the old (b) rock classic (c) "free Bird."  
(a) \_\_\_\_\_ **X** (b) \_\_\_\_\_ (c) \_\_\_\_\_ **X**
22. Sal Garozzo, a recent graduate of (d) manhattan College, is a world champion video-gamer known as (e) volcano.  
(d) \_\_\_\_\_ **X** (e) \_\_\_\_\_ **X**
23. Some boys and girls still dream of becoming (f) pilots, but with so many (g) air- lines cutting staff, the (h) navy is becoming a better bet for aspiring flyers.  
(f) \_\_\_\_\_ (g) \_\_\_\_\_ (h) \_\_\_\_\_ **X**
24. A recent report by the (i) university of Florida shows that some dogs are able to predict seizures in their (j) humans and warn them.  
(i) \_\_\_\_\_ **X** (j) \_\_\_\_\_
25. About seven hundred years ago, people called the (k) anasazi roamed the deserts and canyons of (l) arizona; then they disappeared, leaving only enigmatic (m) ruins behind.  
(k) \_\_\_\_\_ **X** (l) \_\_\_\_\_ **X** (m) \_\_\_\_\_



## REVIEW TEST 11 - B

### Punctuation

In the space provided, write the letter of the sentence that is correctly punctuated.

- b   1. a. Although the dog's collar was found on the beach the dog was never located by its owner.  
b. Although the dog's collar was found on the beach, the dog was never located by its owner.
- a   2. a. Richard Wright's novel *Black Boy* is about the racism that a young African American must overcome on the way to adulthood.  
b. Richard Wright's novel "Black Boy" is about the racism that a young African American must overcome on the way to adulthood.
- a   3. a. My neighbor often wakes me up early in the morning by singing "Home on the Range."  
b. My neighbor often wakes me up early in the morning by singing *Home on the Range*.
- b   4. a. Shakespeare's birthday, (April 23, 1564), was also the date on which he died, (April 23, 1616).  
b. Shakespeare's birthday (April 23, 1564) was also the date on which he died (April 23, 1616).
- a   5. a. Many people who are avoiding alcohol now socialize at coffeehouses instead of bars.  
b. Many people, who are avoiding alcohol, now socialize at coffeehouses instead of bars.
- a   6. a. Uncle Don said, "Sylvia's favorite short story, 'The Catbird Seat,' was written by my favorite author: James Thurber."  
b. Uncle Don said, "Sylvia's favorite short story *The Catbird Seat* was written by my favorite author: James Thurber."
- b   7. a. Buck burst into the room and shouted, "Help. I've been bitten by a snake."  
b. Buck burst into the room and shouted, "Help! I've been bitten by a snake!"
- a   8. a. The examining physician noticed a three-quarter-inch scar on Rosa's right arm.  
b. The examining physician noticed a three quarter inch scar on Rosa's right arm.

- b   9. a. Mrs. Curry warned her students, “Expect a quiz on tonight’s reading when you come to class tomorrow.”  
b. Mrs. Curry warned her students, “Expect a quiz on tonight’s reading when you come to class tomorrow.”
- a   10. a. The Earl of Sandwich, an English nobleman, gave his name to a well-known food item.  
b. The Earl of Sandwich, an English nobleman gave his name, to a well-known food item.
- b   11. a. Ramon said that his pulse ranges from 50 to 75, depending on how much coffee he has drunk.  
b. Ramon said that his pulse ranges from fifty to seventy-five, depending on how much coffee he has drunk.
- b   12. a. Nebraska’s football team is having an unpredictable season, I can’t predict the outcome of tomorrow’s game.  
b. Nebraska’s football team is having an unpredictable season; I can’t predict the outcome of tomorrow’s game.
- b   13. a. Dr. Blatz’s course which emphasizes in-depth discussions and lengthy research projects, is difficult but rewarding.  
b. Dr. Blatz’s course, which emphasizes in-depth discussions and lengthy research projects, is difficult but rewarding.
- a   14. a. The babysitter asked whether she could play our new stereo.  
b. The babysitter asked “whether she could play our new stereo?”
- b   15. a. The left headlight of Nadia’s new car, was smashed in the accident.  
b. The left headlight of Nadia’s new car was smashed in the accident.
- a   16. a. Who was it who said, “A penny saved is a penny earned?”  
b. Who was it who said, “A penny saved is a penny earned?”
- a   17. a. Although angry, Victor continued to play as if nothing had happened.  
b. Although angry Victor continued to play as if nothing had happened.
- b   18. a. Jon wanted to practice on his drums but his landlord complained, about the noise.  
b. Jon wanted to practice on his drums, but his landlord complained about the noise.
- b   19. a. As a birthday gift for Trish, I renewed her subscription to “Jet,” her favorite magazine.  
b. As a birthday gift for Trish, I renewed her subscription to *Jet*, her favorite magazine.
- b   20. a. Hey, let’s sing the song, “Happy Birthday!”  
b. Hey, let’s sing the song “Happy Birthday”!

## Capitalization

Below each sentence, put an "X" next to the letter of any word in the sentence that should be capitalized.

21. The pastor of the (a) church on Market (b) street is (c) father Murphy.  
(a) \_\_\_\_\_ (b)       X       (c)       X
22. One of the most important (d) moslem holidays is Ramadan, which is the ninth month of the Muhammadan (e) year and celebrated throughout the (f) world.  
(d)       X       (e) \_\_\_\_\_ (f) \_\_\_\_\_
23. Candidates for a position with the oil company must speak the French (g) language as well as (h) arabic.  
(g) \_\_\_\_\_ (h)       X
24. Jimmy Carter was the first president from the (i) deep (j) south since before the Civil (k) war.  
(i)       X       (j)       X       (k)       X
25. In the opening lines of the poem, the poet prays to the muses and to the (l) holy (m) spirit for (n) inspiration.  
(l)       X       (m)       X       (n) \_\_\_\_\_

# WRITING PARAGRAPHS

## DEVELOPING A PARAGRAPH BY CAUSE AND EFFECT

“Why did this happen?” “What will happen because of this?” When we ask questions like these, we are thinking in terms of *cause and effect*. The driver who wants to know why his engine keeps dying in traffic, the scientists who ponder the effects of cloning, and the cook who wonders why the soufflé has collapsed are all following a familiar way of thinking: leaping back and forth from effect to cause and from cause to effect.

To demonstrate a cause-and-effect relationship, two patterns can be used: the effects may be stated in the topic sentence, with the causes listed in the body of the paragraph; or the paragraph may move from causes to their effects. In either case, cause-and-effect paragraphs explore why something happened or explain what happened as a result of something else.

In the following paragraph, the cause—the meeting of humid air and cold, dry air—is stated in the topic sentence and is followed by its effects.

- When humid air moving north from the Gulf of Mexico meets cold, dry air streaming westward from the Rocky Mountains, the result is often a tornado. When a tornado strikes, it can cause the air pressure to drop as much as ten percent in a few seconds. It is this sudden drop in pressure that causes houses and other structures literally to explode. Although a tornado has less energy than most storms, the concentration of its energy makes it the most violent of storms. Tornadoes, commonly called twisters, hang from a dark cloud mass. They usually darken after hitting the ground, as the funnel cloud picks up dust and other debris. Smaller tornadoes often bounce across an area and cause damage only where they contact the ground.

The next paragraph works from *effects* to their *cause*, which is stated in the concluding sentence.

- Jennifer has difficulty sleeping, and she is often depressed. She has reduced her diet to two salads a day and has lost over thirty pounds. She weighs only eighty-two pounds and thinks she should lose even more weight. She has few friends and worries constantly about her appearance. Although emaciated, she continues to restrict her intake of food. Jennifer’s condition is diagnosed as anorexia nervosa, an eating disorder in which a person loses one-fourth or more of her normal weight but feels fat and worries about becoming obese. Some researchers believe that this disorder stems from our culture, which emphasizes weight and which encourages young women to be always dieting.



## **WRITING TIPS** Dashing through the Snow . . .

Students sometimes confuse the use of the dash with that of the hyphen. These points may help.

1. Use dashes to set off explanatory matter that you want to make more prominent.
2. Use a dash to indicate a sudden change in the thought or structure of a sentence. This use occurs chiefly in writing dialogue in a story or in letter writing.
3. Use a hyphen—not a dash—to set off certain prefixes, to separate certain compound words, and to show that a word is to be carried over to the next line.

To produce a dash with a typewriter or on a computer, key two hyphens, with no space before, between, or after them.