

Name \_\_\_\_\_ Date \_\_\_\_\_

## **Francis Tuttle**

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### **A Learning Activity Packet**

# **Basic English**

**Major Instructional Area/Course**

**Business English**

**LAP Three**

**Commas**

**LAP Objective**

Upon completion of this LAP, you will be able:

To identify and apply comma skills and end punctuation in writing.

You will demonstrate competency by completing the assignments, tests, and SkillsTutor lessons in this LAP with 85% accuracy.

Specific Objectives:

Correct comma use in business writing

- In a series and compound sentences
- In direct address and quotations
- In introductory words and phrases
- Interrupting words and phrases
- Dates, addresses, and numbers
- Correct use of end punctuation

References:

Integrated Keyboarding/Communication Skills

Language for Writing Books 2, 4, 5

Proofreading & Editing Precision 4<sup>th</sup> Edition

Focus on Skills

<b>LAP 3-AC-ENG</b>	<b>1-20-04</b>	<b>Prerequisite(s) LAPS 1 &amp; 2-Ac-Eng</b>	<b>Time Range 12 hrs</b>
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Don't trash it; recycle it!

## LEARNING ACTIVITIES PAGE

Directions: Write a check on the blank as you complete each step

- |                              |  |
|------------------------------|--|
| _____ 1. READ                | LAP and Specific Objectives listed on cover page of this LAP #3-AC.          |
| _____ 2. READ and STUDY:     | Information Sheet #1, "Commas in a Series and Compound Sentences," page 3.   |
| _____ 3. DO:                 | Activity Sheet #1, page 3-4.   |
| _____ 4. READ and STUDY:     | Information Sheet #2, "Commas in Direct Address and Quotations," page 5.     |
| _____ 5. DO:                 | Activity Sheet # 2, page 5.  |
| _____ 6. READ and STUDY:     | Information Sheet # 3, "Commas in Introductory Words and Phrases," page 6.   |
| _____ 7. DO:                 | Activity Sheet # 3, page 6-7.  |
| _____ 8. READ and STUDY:     | Information Sheet # 4, "Commas with Interrupting Words and Phrases," page 8. |
| _____ 9. DO:                 | Activity Sheet # 4, page 8-9.  |
| _____ 10. READ and STUDY:    | Information Sheet #5, "Commas with Dates, Addresses, and Numbers," page 9.   |
| _____ 11. DO:                | Activity Sheet # 5, page 9.  |
| _____ 12. APPLY YOUR SKILLS: | Correct the letter on page 10.   |
| _____ 13. LOGIN and DO:      | SkillsTutor Lessons, page 11. Record you scores on the score sheet provided. |
| _____ 14. TURN IN:           | All activity sheets and SkillsTutor scores to your teacher.                  |
| _____ 15. DO:                | LAP Test #3.   |

## Information Sheet #1

### Commas: Series and Compound Sentences

- Use a **comma** between words or groups of words in a **series** to separate the items. With only two items, don't use a comma.

EXAMPLES:                Be sure your letter is brief, courteous, **and** correct.  
Do you like playing ball, running track, **or** swimming?  
My favorite fruits are berries **and** melons.

- Use a **comma** between simple sentences when they are joined in a **compound sentence**. The comma goes before the coordinate conjunction that connects the parts.  
**coordinate conjunctions:** and but nor or so yet

EXAMPLES:                We must start soon, **or** we'll be late.  
He couldn't sleep, **nor** could he eat.  
Ronya stayed out too late, **and** she was sorry later.

### Activity Sheet #1

**Add commas where they are needed in each sentence.**

1. The United States exports cotton, corn, and wheat to many countries.
2. The children played softball ran races and splashed in the pool.
3. Laurence held the nail securely yet he didn't hit it squarely on the head.
4. Alice Henry Carmen and James go to the adult education center on Fridays.
5. Monty tiled the roof and Roger replaced the windows.
6. Sara peeled the peaches and Victor sliced them.
7. Her report to the committee was clear accurate and concise.
8. Craig should stop running or he will be out of breath.
9. Baseball is Lee's favorite sport but Della's favorite is football.
10. Gloves goggles helmets and earplugs are important pieces of safety equipment.
11. The rain fell steadily and the lightning flashed.
12. Mindy enjoyed the corn but Frank liked the string beans.
13. We have plenty of time so we can walk slowly.
14. Jane reminded me to pack warm socks sweaters and gloves.
15. Alan and Kim will arrive first so they can start the project.



## Information Sheet #2

### Commas: Direct Addresses and Quotations

- Use a **comma** to set off the name of a **person being addressed**.  
EXAMPLE:     **Emily**, are you ready to go?  
                  Wake up, **Emily**, you overslept!
- Use a comma to set off a **quotation** from the rest of the sentence. If a **question** comes first in a sentence, use a **question mark**.  
EXAMPLES:    Emily groaned, "**I hate to get up so early.**"  
                  "**I'll get breakfast,**" said Perry, "**but hurry up.**"  
                  Emily asked, "**Will you get the kids up?**"  
                  "**Will I be late again?**" she wondered.

### Activity Sheet #2

**Add commas where they are needed in each sentence.**

1. Diane asked, "When should I open the store for the sale, Bill?"
2. "You should probably open a little before 9:00 " he said.
3. "I can come in earlier " said Diane "if you want me to open the store before 9:00."
4. "That's a good idea " he said "because we can arrange signs before we open."
5. "I'll see you in the morning Bill and I'll be ready " she said as she left.
6. Kelly said "Mr. Washington I'd like some fresh peanuts."
7. "How many pounds would you like sir?" asked Mr. Washington.
8. Mrs. Harmon asked "Mr. Todd what kind of fresh fruit do you have today?"
9. "Let me check the fruit that came in this afternoon " said Mr. Todd.
10. "For you Mrs. Harmon I'll go shake some trees for the freshest " he added.
11. "I'll wait by the check-out counter Mr. Todd " said Mrs. Harmon.
12. Mrs. Lester told her children "I spent the afternoon cleaning up your messes."
13. "From now on " she said "you will clean up your projects before you go to bed."
14. She questioned each child "Does everyone understand what I mean?"
15. "Yes Mom " said Denise "we'll put everything away."

## Information Sheet #3

### Commas: Introductory Words or Phrases

Use a **comma** after an **introductory word** when it begins a sentence.

well    yes    no    why    however    unfortunately    finally

EXAMPLES: **No**, I haven't signed up for the basketball team yet.

**However**, I think it's too late to sign up.

Use a comma after an **introductory phrase or clause**.

EXAMPLES: **After the storm**, broken tree limbs littered the street.

**Living on the boat six months**, Hector missed city life.

**To check out a book**, you must have a library card.

**Until the fire chief found the problem**, we stayed out.

## Activity Sheet #3

**Add commas where they are needed in each sentence.**

1. Without a doubt Alicia is the best accountant the company has.
2. Well it doesn't look as if it's going to snow today.
3. Rather than staying in hotel rooms the Anderson family prefers camping vacations.
4. On the other hand Ms. Miller was too tired to go to a movie.
5. Winning first prize for his chicken recipe Mr. Chen proudly displayed his trophy.
6. Although my signaling is not great I think Mr. Ton will approve of my parallel parking.
7. After thinking about it overnight Menh decided to adopt the quietest puppy.
8. No I won't do that!
9. Well my sister is an authority on astronomy.
10. However Lupe knows a lot about science.
11. Although the sky was covered with black storm clouds the sun peeked out.
12. Before Ron could answer the phone it stopped ringing.
13. Rather than cover up his mistakes Jimmy always tries to tell the truth.
14. Unfortunately Emily forgot to call about the bill before the due date.
15. Yes you were right about the time the laundromat opens.

## Activity Sheet # 3 cont.

**Add commas where they are needed in the paragraphs.**

Our neighbor, Mr. McHenry, has fruit trees on his property. "Mr. McHenry what kinds of fruit do you grow?" I asked. "Well I grow peaches apricots pears and plums" he replied. "Wow! That's quite a variety" I said. Mr. McHenry's son, John, helps his dad care for the trees. "Oh it's constant work and care but the delicious results are worth the effort" John said.

Throughout the year Mrs. McHenry cans fruit. She makes preserves and she gives jars as gifts for special occasions. She sells some of her preserves to the owner of a local shop. To buy Mrs. McHenry's preserves people come from all over the county. In addition Mrs. McHenry grows corn tomatoes beans and squash in her garden. Each year she selects her best vegetables and enters them in the county fair. She has won medals, certificates and blue ribbons. "Oh I just like being outside. When I work in my garden all my troubles seem small" Mrs. McHenry said.

Margie Carol and I are going camping next month. Margie and I have never camped before but we are looking forward to it. "Will you bring your swimsuit goggles and fins?" Carol asked us. "Oh Carol that's a great idea" I replied. Margie suggested that we make lists of what to take. Margie said "Let's not forget to pack essentials like food water and clothing." Carol said "We'll have plenty of room in our backpacks but let's not bring things we won't use." I added "Of course we can't leave behind things like flashlights bug spray and a radio!"

Men women boys and girls take part in the Special Olympics. This event was patterned after the Olympic Games. Handicapped boys and girls compete in a variety of sports. The Special Olympics includes competitions in track swimming and gymnastics. Volunteers plan carefully and they work hard to be sure the event will be challenging rewarding and worthwhile for everyone. One of my neighbors once worked as a volunteer. "It was an experience that I'll never forget" he said.

## Information Sheet # 4

### Commas: Interrupting Words and Phrases

- A **parenthetical expression**, or side remark, **interrupts a sentence**. Use **commas** to set off parenthetical words and expressions such as these:  
all for example consequently on the other hand I suppose  
for instance to tell the truth as a matter of fact EXAMPLES: She couldn't,  
**after all**, have known the truth. John, **not**  
**Johnny**, is the name he goes by.  
Ben, **on the other hand**, was distracted by the noise.
- A **nonessential clause or phrase** contains an **idea that isn't needed** to understand the main idea of the sentence. Use commas to set off nonessential words. Essential clauses that are necessary to understand the sentence don't need commas.  
EXAMPLES: Ms. Barnes, **who lives next door**, turns eighty today.  
The petting zoo, **which is free**, is in town this week.
- An **appositive** is a noun that identifies or explains another noun. It comes before or after the noun. Use a comma to set off an appositive.  
EXAMPLES: **A very talented actor**, Al received a standing ovation.  
Everyone was at the meeting except Becky, **the manager**.  
Lucy, **my favorite aunt**, is coming for dinner tonight.

## Activity Sheet #4

**Add commas where they are needed in each sentence.**

1. We were startled by a loud crash the result of the kittens' game of chase.
2. Both boys Rick and Paul looked at their mother.
3. Ruth moaned, "The kittens knocked over our wedding present that lovely glass dish!"
4. Ruth the pessimist was sure the dish was broken beyond repair.
5. Matt who was the angriest person of all told the boys to put the cats outside.
6. "The kittens not the boys caused that problem," I thought to myself.
7. Many years ago I read The Cat's Book of Etiquette that told how cats play chase.
8. Goldie Hawn a funny actress starred in many movies.
9. The man sitting in the aisle seat a very rude person talked through the whole movie.
10. Billy who is the best juggler I've ever seen was the life of the party.

## Information Sheet # 5

### Commas: Dates, Addresses, and Numbers

- Use **commas** to separate items in **dates**. Don't use a comma to separate the month and day, or the month and year by themselves.

EXAMPLES:            On **Friday, May 5, 1995**, our grandson was born.  
                              Our son was born in **September 1980**.

- Use commas to separate items in **addresses**. Use commas between the **street, city, state, and country**. Don't use a comma before the ZIP Code.

EXAMPLES:            **1343 Ervin Road, Tucson, Arizona 86756**  
                              Rebecca moved to **Perth, Australia**, last spring.

- Use commas in **numbers** with **more than three digits**. Put commas after every three digits, from right to left. Don't use commas in ZIP Codes, street numbers, or years.

EXAMPLES:            We paid **\$2,500** for a used car in **1972**.  
                              The dealer at **11308** Oak St. sold **4,000,000** cars.

### Activity Sheet #5

**Add commas where they are needed in each sentence.**

1. On Thursday October 31 1995 Toma left his house to visit friends in Buffalo New York.
2. His friends' address was 1541 East 61st Avenue Buffalo New York 09345.
3. Our company gets a discount when we buy forms in amounts of 10000 and above.
4. "Oops, you looked up Brookline Massachusetts not Brooklyn New York!"
5. Dennis was invited to a friend's wedding on Saturday June 30 in San Francisco California.
6. So he missed being the 1000th caller to the radio station during their call-in contest.
7. The next prize will be increased from \$1000 to \$1500 for the 1500th caller.
8. Dennis plans to stay at home at 23598 Avenue B Denver Colorado and make calls.
9. Vancouver British Columbia Canada was host of the 1986 World Exposition.
10. Believe it or not, The Los Angeles Zoo is located on Zoo Drive in Los Angeles California.

Where were you born (city, state, country)?

***Apply What You Have Learned***

**Proofread the following letter and circle all errors. Above each error make the appropriate correction.**

october 2, 2003

Ms Wendee Roberts  
Director of Basic english  
City of Warr acres  
12777 N rockwell  
Lexington, ky 45122

Dear Ms Roberts:

Plans for the new party format have been completed Kayla Chanelle and Kaysie are in charge of candy and pop Can we have chocolate Wow I hope so

The meeting will be in Room 108 of Information Technology . Arrangements for additional meetings will be made by Dr Rachid Koublida After we meet Ms Bennett our chairman will send the agenda committee assignments and Constitution.

Are you able to come

Sincerely

Elvus Kishketon, Esq

## SKILLSTUTOR SCORE SHEET

Web Addresss: [www.myskillstutor.com](http://www.myskillstutor.com)

User ID: \_\_\_\_\_

Password: \_\_\_\_\_

Site: **francis01**

**Access the Internet.**

**Type in [www.myskillstutor.com](http://www.myskillstutor.com) in the address line.**

**Type in your user ID, password, and site (as shown above).**

**Click on "Take Assignment."**

**Click on "Language." Then go to "Punctuation."**

**Select the activity.**

**Record score in first column.**

**Click Back to return to the list of subjects.**

**Click Log Out to exit SkillsTutor.com.**

**The Pretest will not be averaged into your SkillsTutor score. If you do not make an 85 on lessons or quizzes, you may take them again.**

Punctuation		
SCORE		
	5	Commas to Separate Items in Lists
	6	Commas to Separate Quotations
	7	Commas to Separate Independent Clauses
	8	Commas to Separate Introductory Words
	9	Commas to Separate a City and State
	10	Commas in Dates
	11	Commas to Enclose Interrupting Phrases
	16	Commas in Greetings and Closings of Letters

See your teacher for LAP 3 test.