

Name _____ Date _____

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A Learning Activity Packet

Basic English

Major Instructional Area/Course

Business English

LAP Four

Punctuation

LAP Objective:

Upon completion of this LAP, you will be able:

To identify and apply punctuation in writing.

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

Specific Objectives:

- Choose appropriate end punctuation in business writing.
- Insert quotes appropriately
- Demonstrate colon and semicolon use
- Use apostrophes correctly
- Underscore titles of books, magazines, plays, etc.
- Correctly use end punctuation

References:

Integrated Keyboarding/Communication Skills

Language for Writing, Books 2, 4, 5

Proofreading & Editing Precision 4th Edition, Focus on Skills

LAP 4-AC-ENG	8-19-04	Prerequisite(s) LAPS 1, 2, 3-AC-ENG	Time Range 10 hrs
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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 #4-AC. |
| _____ 2. READ and STUDY: | Information Sheet #1, "Quotation Marks," page 3. |
| _____ 3. DO: | Activity Sheet #1, page 3-4. |
| _____ 4. READ and STUDY: | Information Sheet #2, "Quotes in Titles," page 5. |
| _____ 5. DO: | Activity Sheet # 2, page 5-6. |
| _____ 6. READ and STUDY: | Information Sheet # 3, "Semicolons," page 6. |
| _____ 7. DO: | Activity Sheet # 3, page 7-9. |
| _____ 8. READ and STUDY: | Information Sheet # 4, "Apostrophes," page 10. |
| _____ 9. DO: | Activity Sheet # 4, page 11-12. |
| _____ 10. READ and STUDY: | Information Sheet #5, "Omissions," page 13. |
| _____ 11. DO: | Activity Sheet # 5, page 13. |
| _____ 12. READ and STUDY: | Information Sheet # 6, "Colons," page 14-15. |
| _____ 13. DO: | Activity Sheet # 6, page 15. |
| _____ 14. READ and STUDY: | Information Sheet #7, "Underscoring and Italics," page 16-17. |
| _____ 15. DO: | Activity Sheet # 7, page 17. |
| _____ 16:READ and STUDY: | Information Sheet #8, "End Punctuation," page 18. |
| _____ 17. DO: | Activity Sheet #8, page 19. |
| _____ 18. LOGIN and DO: | SkillsTutor Lessons, page 20. |
| _____ 19. TURN IN: | All activity sheets and SkillsTutor scores to your teacher. |
| _____ 20. DO: | LAP Test #4. |

Information Sheet # 1

Quotation Marks

- Use **quotation marks** to enclose the **exact words of a speaker**. Capitalize the **first word** of the beginning of a quotation and use a comma to separate it from the rest of a sentence.
EXAMPLE: "I'm really hungry," Nina complained.
- A quotation may come at the **beginning** or **end** of a sentence and it may be **divided**. Put **periods** and **commas inside** the closing **quotation marks**.
EXAMPLES: Nina said, "I wish we could eat dinner now."
"If that's what you'd like," Dad smiled, "let's eat."
- If the quotation is a **question** or an **exclamation**, put the correct punctuation **inside** the **quotation marks**. But, if the whole sentence is a question, put the question mark **outside** the **quotation marks**.
EXAMPLES: "Will you set the table?" Dad asked.
"You bet!" Nina shouted.
Did I surprise you when I said, "Let's eat"?

Activity #1

Each sentence contains a quotation. Put quotation marks where they belong to enclose each quotation.

1. "Miss Allen, have you read this magazine article on getting your GED?" Tom asked.
2. I'd like your opinion of what the article suggests, Tom added.
3. Sally, have you ever been to Rock Springs? asked Herman.
4. It's a great place for a picnic, Herman said, and it has a pool nearby.
5. Uncle Dan, have you ever baked an apple pie? Tim asked.
6. Stella, how many members of the club are in this county? asked Manuel.
7. There are sixty active members, replied Stella.
8. I have been saving money since I started keeping a budget, said Louise.
9. Ava, I brought you a great book, Tom said.
10. We will learn to do spreadsheets next week, said Mr. Andrews.
11. I'm going to plant the spinach just as soon as I get home, said Doris.
12. When do we start on our mountain trip? inquired Ernest.
13. You don't know, said our guest, how happy I am to be in your house.
14. My sister, said Jenny, brought these beautiful baskets from El Paso.
15. We will go to the park for a picnic, said Sandra.
16. Will you carry this package for me? asked Helen.
17. Did he surprise you when he said, You can go home early?
18. Where is the nearest cafe? inquired the stranger.

Write two sentences using quotes.

1.

2.

Information Sheet #2

- Use **quotation marks** to enclose **titles** of these **short works**:
poems songs articles short stories chapters of books
EXAMPLES: The magazine article is called "**Working From Home.**"
"**Where Have All the Flowers Gone**" is a folk song.
Read Chapter 16, "**Using the Computer Mouse.**"
- Use **quotation marks** to enclose **exact words** from written sources.
- Use **quotation marks** to enclose **expressions**.
EXAMPLES: The reviewer wrote, "**an action movie with heart.**"
"**Boot up**" doesn't mean to kick your computer.

Activity Sheet #2

Check the punctuation in each sentence. Write **C** for correct punctuation or **I** for incorrect punctuation. For the incorrect sentences, put in correct punctuation.

- _____ 1. After you read "Chapter 4 Going Nowhere," skip to "Chapter 18."
- _____ 2. The song Sally's daughter learned in preschool is "On Top of Old Smoky."
- _____ 3. "Watch out! This is a hard hat area," warned the supervisor.
- _____ 4. "Stephan, are you afraid," she asked?
- _____ 5. My poem is called If You Can.
- _____ 6. What do you mean when you say, "Never say never"?
- _____ 7. Amy told me "you shouldn't have been concerned".
- _____ 8. "Emily," she said, "let's meet at the restaurant after work, okay?"
- _____ 9. Do you like the song by Billy Ray Cyrus, "Achy Breaky Heart?"
- _____ 10. I'm a real fan of Whitney Houston and "I Will Always Love You."

Add quotation marks and other punctuation marks where they are needed.

1. "Kim seems really distracted today," I said to Luisa.
2. I know exclaimed Luisa it's as if she's not hearing anything I say.
3. I wonder if something is wrong, I asked, or is she thinking about the horror movie we saw last night?
4. I don't know if we can blame it on the movie, Luisa laughed, but I do know she's been singing that song from the movie all day!

Information Sheet #3

Semicolons

- Use a **semicolon** to join two closely related sentences together. Two simple sentences joined with a semicolon become a **compound sentence**.

EXAMPLES: **two simple sentences:**

Ivan spent his vacation in Maine.

He enjoys fishing there.

compound sentence with semicolon:

Ivan spent his vacation in Maine; he enjoys fishing there.

- **Compound sentences** may also contain words such as for example, besides, consequently, however, nevertheless, instead, otherwise, or therefore. Use **semicolons** before and **commas** after these words.

EXAMPLES: **compound sentences with introductory words:**

Peter didn't see the movie; **instead**, he wrote a letter.

Ian is from London; **however**, he's lived here longer.

Activity Sheet #3

Add semicolons and commas where they are needed in each compound sentence.

1. Gloria enjoys baby-sitting; however, she also likes working on her car.
2. Gloria is a big fan of educational TV for example she watches the auto repair show.
3. Gloria changed the oil and tested the tires and then she washed the car.
4. Gloria's friends ask her about car maintenance they know nothing about cars.
5. Gloria doesn't think she knows enough nevertheless she usually agrees to help.
6. Alma was always asking for help as a result she wanted to pay Gloria for her time.
7. Gloria was embarrassed she didn't want to accept money.
8. Finally, Alma talked her into accepting money it helped pay Gloria's bills.

Check the punctuation in each sentence. Write C for correct punctuation or I for incorrect punctuation.

- _____ 1. David likes to make model soldiers; his models are extremely accurate and very detailed.
- _____ 2. He learns about a time period first otherwise, he might add wrong details to his soldiers.
- _____ 3. To begin, he decides on the kind of soldier; and determines which kit he'd like to buy.
- _____ 4. Even though he uses a kit; his soldiers never look exactly like the kits do.
- _____ 5. He constructs the figures using the directions; however, he adds his own special details.
- _____ 6. He uses things around the house; for example, he uses bits of metal, wood, and fabric.
- _____ 7. Sometimes David uses leftover plastic; he melts pieces and shapes them into tools.

Write two simple sentences that you could put together in a compound sentence. Then use a semicolon to join them.

1.

2.

Combined sentence using a semicolon:

Add commas, semicolons, and quotation marks where they are needed.

1. Frank said Medicine helps to heal our bodies music helps to heal our souls.
2. Cats have highly sensitive whiskers consequently they can become agitated when something brushes against their face.
3. The label on the sweater told where the it was made it read Made in USA.
4. I'm certain she was born in Paris Texas not Paris France but let's ask her.
5. Marcus did not begin the graphics class this semester instead he took a painting class.
6. Just as we got to our seats the lights went out.
7. The reporter wrote The accident occurred at 1200 Mountain View Road Dallas Texas.
8. Peg's brother who always tags along didn't like the restaurant we chose consequently we ate at home.
9. According to my mother herb gardens are easy to grow there are very few fragile herbs.
10. Teddy my preschool child asked me Do birds have to go to flying school?
11. Henry keeps his collection of coins in a safety deposit box some are valuable.
12. The waiter asked Would you like decaffeinated or regular coffee?
13. None for me I said but I would like more water, please.
14. What did he mean when he said It was a slip of the tongue?
15. The witness said I saw both cars swerve on the icy road they met head on.

Check how the commas, semicolons, and quotation marks are used in each sentence. Write C for correct punctuation or I for incorrect punctuation.

1. If you have ever been bowling; you know how hard it is to get a strike. C
2. Do you think Leon, the best bowler in the league will bowl tonight? ____
3. After taking lessons, I am a better bowler. ____
4. I'm a better bowler, but I'm still not a very good bowler. ____
5. Bowling is a game of skill; therefore, practice is important. ____
6. You can bowl all year long, it's an all-weather sport. ____
7. "I want to learn to play tennis, but I can't afford those lessons, said Chen." ____
8. "I'll teach you how to volley," said Deborah, "but I'm not good at serving." ____
9. "Well, if you have time, we could practice after work," said Chen. ____
10. "Great said Deborah, "I'll bring my racket tomorrow and we can start." ____
11. "Do you have an extra racket for me," asked Chen? ____
12. The tennis match will be on Monday May 3 at 3992 Winding Road Trail. ____
13. The players are well matched; both have been playing tennis for two years. ____

Information Sheet #4

Apostrophes

- Use an apostrophe in a **contraction** to show where a letter or letters have been taken out.

EXAMPLES: **I'm** too tired to finish. **I am** too tired to finish.
I **can't** work any faster. I **can not** work any faster.

- Use an **apostrophe** to form a **possessive noun**. Add **apostrophe** and **-s** to most **singular** nouns, even if the noun ends in **-s**. Add only an **apostrophe** to most **plural** nouns. Add **apostrophe** and **-s** to nouns with irregular plurals.

EXAMPLES: **Maria's** sons are all musicians. **singular**
Mr. **Williams's** sons are drummers. **singular**
All of their **sons'** instruments are new. **plural**
Their **children's** band is very popular. **plural**

Activity Sheet# 4

Write the words in each sentence that should have an apostrophe. Place apostrophes where they are needed.

1. I cant make it to the homeowners meeting. **can't homeowners'**
2. I cant go until Beths project is completed.
3. Youll need two days notice to finish this report.
4. Ive heard that Jeffs report was excellent.
5. Isnt it one of Cole Porters songs?
6. Kate, didnt you want Sues job?
7. Havent you seen Pauls apartment?
8. Jim didnt falloff the workmans ladder.
9. The employees paychecks didnt arrive on time.
10. The police officers uniforms arent ready.

Put an apostrophe in each noun to make it possessive. After each word, write another noun to go with the possessive noun. Two are done for you.

- | | | |
|--------------|------------------------|----------------|
| 1. Bernard's | Bernard's house | 8. Uncle Jess |
| 2. girls' | girls' coats | 9. families |
| 3. child | | 10. weeks |
| 4. bus | | 11. women |
| 5. dollars | | 12. instructor |
| 6. friend | | 13. children |
| 7. people | | 14. bride |

On the first lines, write each contraction with an apostrophe. On the second lines, write the two words that make up each contraction.

- | | | | |
|------------|---------------|----------------|-----------|
| 1. didnt | didn't | did not | 6. shell |
| 2. youre | | | 7. hed |
| 3. whos | | | 8. theyre |
| 4. isnt | | | 9. Im |
| 5. wouldnt | | | 10. youll |

Activity Sheet cont. #4

Rewrite each phrase using a possessive form.

1. the laughter of the boy **the boy's laughter**
2. the workbench of Domingo
3. the furniture made by Mr. Cruz
4. the recipe made by my mother-in-law
5. rules that the families make
6. the carpet owned by the Flores family
7. the wallet belonging to Jed
8. the bicycle chains belonging to the cyclists
9. the house that Martha owned
10. the yards of all the houses
11. the telephones of the office

Information Sheet # 5

Omissions

- Apostrophes are also used to show omissions of figures in dates.

Example: the class of '96 the winter of '96
 the '70s, '80s, and '90s

Quotations

- Apostrophes are used for quotations within quotations to avoid confusion.

Unclear: Stan said, "We were all impressed by her "can do" attitude."

Correct: Stan said, "We were all impressed by her 'can do' attitude."

Two quotes in one sentence:

Stan asked, "Did you hear her say, 'We can do it'?"

Activity Sheet #5

Place or remove apostrophes as needed.

1. Im sorry I cant make it to the concert.
2. Apostrophes, cont'd.
3. The roaring 20s was an exciting time in Chicago.
4. Do you work in Dep't A or Dep't B?
5. Are you in the graduating class of 96 or 97?
6. Its going to be impossible to locate the store because we lost its address.
7. As he walked out the door, Bobby yelled I don't ever want to hear the song Feelings again!
8. The temperature stayed in the 60's throughout the spring of 98.

Information Sheet # 6

COLONS

- While the semicolon's purpose was to separate, the purpose of the colon (:) is to direct the reader's attention to what follows.

- **Rule 1: Use a colon in a business letter.**

A. After the greeting

Dear Mr. Smith:
Ladies and Gentlemen:

B. Following the words

Attention:
Subject:

- Rule 2: Use a colon in a memo after**

TO:
FROM:
DATE:
SUBJECT:

Rule 3: Lists and Illustrations

- When a sentence contains a list (explanatory series) or it contains an illustration, use a colon to separate the independent clause from the list.
- Sometimes the sentence will contain a word or phrase such as *as follows*, *the following*, *these*, *this*, or *thus*. Be careful; place the colon at the beginning of the list, not necessarily after the signal word or phrase.

Example: We are opening new motels in the following locations: Fort Smith, Port Arthur, and Temple.

Mother works three days a week: Monday, Tuesday, and Thursday.

Rod took only one class: geometry.

We have three real problems: the price in Britain, the shipping cost, and the tariff.

Note: Don't capitalize after a colon if the material following the colon is not a sentence and is not normally capitalized.

Example: Two courses are required: algebra and English.

Two courses are required: geography and algebra.

➤ Use the colon to separate elements in other situations.

A. Time

Example: 6:43 a.m.

B. Biblical citations

Example: Genesis 1:26 John 1:14

C. Between the subtitle and title of a book, magazine, speech, or other literary work

Example: Easy English: Basic Grammar and Usage

Activity Sheet #6

Place colons, commas, and semicolons where they belong.

1. Dear Dr. Sabatini
2. Turn off the oven at 7 15.
3. You may take any of the following courses math science language arts and gym.
4. Sally I haven't seen the boys since 8 30 this morning.
5. Students are expected to purchase their art supplies before the first day of class a ruler three paint brushes and a drawing pen.
6. We elected Sam president Sally vice president and Bill treasurer.
7. The bar graphs were designed by Stan the line graphs were designed by Shelly.

Information Sheet #7

UNDERSCORING AND ITALICS

Underscoring in typewritten material is used primarily to provide emphasis or to indicate titles of literary or artistic works. **Italic type** is used for the same reasons in printed material. If your word processing program and printer are capable of printing italics, Gregg Reference Manual recommends that italics should be used instead of underlining. In this lesson, both examples will be shown.

Rule 1:

Underscore, italicize, or capitalize titles of complete works that are published as separate items:

pamphlets long poems magazines newspapers books

Also underscore, italicize, or capitalize titles of the following:

movies television shows musicals operas plays
paintings sculpture

Note: Within one document, be consistent and use only one style.

Example:

Our ads in The Wall Street Journal and Time been very effective.

OR

Our ads in *The Wall Street Journal* and *Time* have been very effective.

OR

Our ads in THE WALL STREET JOURNAL and TIME have been very effective.

Inconsistent:

Our ads in The Wall Street Journal and TIME have been very effective.

Rule 2:

- Underscore as a unit when it should be read as a unit.
- Do not underscore or italicize sentence punctuation that follows the underscoring or italics.
- If the punctuation is part of the title, then underscore or italicize the punctuation.

Example:

This week the Lyric Theater is presenting Oklahoma!, next week Cats, and the following week My Fair Lady.

Activity Sheet # 7

UNDERSCORE and CAPITALIZE as needed. Insert quotation marks as appropriate.

1. A night to remember is an exciting book about the Titanic.
2. Have you read the article about gardening in the daily oklahoman?
3. Have you read the article preparing your garden for winter in the daily oklahoman?
4. Where have all the flowers gone? is a folk song.
5. Did you see Cathy Rigby in the play peter pan?

INFORMATION SHEET # 8

End Punctuation

End punctuation marks are marks placed at the end of sentences. These are the period, the question mark, and the exclamation point.

Rule 1: A period is used at the end of a statement, a command, a polite request, or an indirect question.

Example: I like hamburgers. (Statement)
Please go outside. (Command)
Would you please bring me that file. (Polite request)
Ms. Dunbar asked where the file is. (Indirect question)

Rule 2: A period is also used after personal initials. When typing initials, be sure to place a single space after each period.

Example: Keith W. Smith J. T. Brown

Rule 3: **As a general rule**, use periods with abbreviations of single words and those written in lowercase letters. Don't space after the internal periods. One space follows the period at the end of an abbreviation.

Example: Co. (Company) Mon. (Monday) mgr. (Manager)
c.o.d. a.m. p.m..

Rule 4: As a general rule, don't use periods in abbreviations that are written in capital letters. There are no spaces between the letters of these abbreviations either.

Example: CPA IBM TWA OK (state) TX (state)

Exceptions: Use periods with academic degrees: B.A. Ph.D.
Retain the periods in geographic abbreviations: U.S.

Rule 5: **When a sentence ends with an abbreviation**, use only one period.

Example: The shipment goes to Eagle Van Lines, Inc.

Rule 6: A question mark is used at the end of a sentence that asks a question.

Example: Do you like chocolate ice cream?

Rule 7: An exclamation point is used at the end of a sentence that expresses a surprise or strong feeling.

Example: I can't wait for the party to start!

Activity Sheet # 8

Place the correct end punctuation after the following sentences.

1. Sharon baked a cherry pie
2. The barn is on fire
3. Please mail this at once
4. Will you come in, please
6. How tall is your brother
7. I hate spinach

Insert periods wherever necessary below. Add a capital letter where required.

1. I will be there at 8 pm
2. Park next to James Lighting Co when you come to work tomorrow.
3. My friend, ralph j hobert, holds an mba from ou
4. dr. Frances r jackson requested the products be sent cod
5. My sister is a cpa for lomas mortgage co , inc
6. ms m margaret green's address is 3912 n w 56th pl, oklahoma city, OK and her phone number is 424-8324

SKILLSTUTOR SCORE SHEET

Web Address: www.myskillstutor.com

User ID: _____

Password: _____

Site: francis01

Access the internet.

Type in 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 find 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.

If you do not make an 85 on lessons or the quizzes, you may take them again.

Language - Punctuation		
SCORE		
	12	Apostrophes in Contractions
	13	Apostrophes to Show Possession
	14	Quotation Marks to Enclose a Speaker's Words
	15	Quotation Marks to Enclose Tittles
	Q9-15	Quiz on Lessons 9-15
	17	Colons After Greetings and Closings of Letters
	18	Semicolons to Connect Independent Clauses
	19	Semicolons to Reduce Confusion in Sentences
	20	Colons Between Independent Clauses and Series
	21	Colons to Separate Hours and Minutes
	Q16-21	Quiz on Lessons 16-21
	1	Periods After Sentences
	2	Periods after Abbreviations
	3	Question Marks
	4	Exclamations Points
	T2	Posttest on Punctuation

When you complete your LAP and SkillsTutor, contact your teacher for TEST 4.