

ACADEMIC STUDIES

ENGLISH

**Support Materials and Exercises
for**

**GRAMMAR: PART III
Punctuation and Capitalization**



WINTER 1999

GRAMMAR: PART III - PUNCTUATION & CAPITALIZATION

ACADEMIC ENGLISH

ACKNOWLEDGEMENTS

The following persons have contributed to the development of this learning material:

Content and Structure:

Curriculum Developer(s)

Leslie Childs English Curriculum Content Expert
New Brunswick Community College Bathurst

Project Supervision/Co-ordination:

Angela Acott-Smith Project Co-ordinator
New Brunswick Community College Woodstock

Kay Curtis Literacy Co-ordinator
New Brunswick Community College Woodstock

This document is available full-text on the World Wide Web thanks to
the National Adult Literacy Database.

<http://www.nald.ca/CLR/search/>

The financial support for this learning materials project was provided by
the [National Literacy Secretariat](#) of [Human Resources Development Canada](#).

Winter 1999

This support module may be used with BAU-ENG 6.3, Punctuation, BAU-ENG 6.4, Capitalization, and IAU-ENG 2.4 Sentence Writing.

BAU-ENG 6.3	PUNCTUATION
--------------------	--------------------

<p>OBJECTIVE Upon successful completion of this unit, the learner will be able to</p> <ol style="list-style-type: none"> 1. correctly punctuate sentences. 2. identify incorrectly placed punctuation.
--

TEACHING POINTS			Level
Writing Sentences	1	start sentences with capitals	3/4
	2	use end stops: periods, exclamation points, question marks	3/4
Commas	3	to separate words and phrases in a series	3/4
	4	to separate items in dates	3/4
	5	to separate items in an address	3/4
	6	after salutations and closings of friendly letters	5/6
	7	after introductory words and phrases	5/6
	8	separate main clauses in compound sentences	5/6
Quotation Marks	9	before and after simple sentences in direct quotes	5/6
	10	in continuous and broken quotes	5/6
	11	in dialogue	5/6
Colon	12	clock time	3/4
	13	to introduce a list	5/6
Semicolon	14	to separate main clauses in compound sentences	5/6
Apostrophe	15	in contractions	3/4
	16	in possessive nouns	3/4
	17	in specific words: o'clock, Hallowe'en	3/4

OBJECTIVE

Upon successful completion of this unit, the learner will be able to

1. demonstrate correct usage of capital letters.
2. correct improperly used capital letters.

TEACHING POINTS			Level
Rules	1	first word in a sentence	1/2
	2	names of people, names of animals	1/2
	3	names of places	1/2
	4	days of the week	1/2
	5	months of the year	1/2
	6	names of buildings: Metro Health Centre	1/2
	7	personal pronoun "I"	1/2
	8	titles of respect, honour, rank	3/4
	9	names of holidays and religious days	3/4
	10	directions, used as a place name	3/4
	11	salutation and closing of a letter	5/6
	12	book titles, magazines, plays, music	5/6
	13	first word in a quotation	5/6
	14	first word in each new line of poetry	5/6
	15	name of Diety and the Bible	5/6

OBJECTIVES

Upon successful completion of this unit, the learner will be able to

3. identify and correct sentence faults.
4. follow the conventions of standard English usage.

TEACHING POINTS**Level**

TEACHING POINTS			Level
Punctuation	16	Comma: addresses	7
	17	dates	7
	18	series	7
	19	compound sentences	7
	20	introductory elements	8
	21	after conjunctive adverbs	8
	22	Semicolon: compound sentences	7
	23	before conjunctive adverbs	8
	24	Colon: introducing lists preceded by a complete thought	8
	25	Quotation marks:	7/8

The teaching points for the rest of this Unit: Writing Sentences are covered in module 6, Parts of the Sentence and module 7, Punctuation and Capitalization. By the time learners have completed all three of the grammar units, they should have the background to understand how to correct most mechanical errors in their own writing and that of others. From this point on, learners should be *working towards* writing correct compositions which respect all the conventions of standard English usage.

NOTE TO FACILITATORS AND LEARNERS:

1. The third grammar module, Punctuation and Capitalization, presents information and exercises to accompany the objectives of BAU-ENG 6.3, Punctuation, 6.4, Capitalization and IAU-ENG 2.4, Sentence Writing.
2. Punctuation and capitalization are best covered in conjunction with a learner's own writing rather than as a set of rules to be learned in isolation.
3. By the end of BAUENG, learners should be able to punctuate and capitalize sentences appropriate to grade level.
4. By the end of IAUENG, learners should be familiar with all the rules, and their writing should be relatively free of punctuation and capitalization errors.
5. Facilitators are free to use any support materials appropriate to their learners' needs.
6. Additional resource materials will probably be required for those wanting more information on this topic or for those needing more practice mastering certain areas. Any grammar text, handbook, or dictionary appendix will provide information.
7. Alternate support materials may be appropriate.
8. Learners should be very familiar with the parts of speech and parts of the sentence before they attempt Module 7, Punctuation and Capitalization.
9. Although learning the rules is important, using them correctly is the real objective of this module. Learners should cement their learning by writing and punctuating many compositions.
10. Because punctuation depends so heavily on the meaning of a specific sentence in a specific circumstance, many of the sentences in the answer key are only one of several ways to correctly punctuate that sentence.
11. It is the learner's responsibility to search out additional exercises to supplement the practice work included in this module by consulting with his/her facilitator.
12. Do **NOT** write in this module. Please make your notes and complete the exercises in your own notebooks so that other learners may also use these booklets.

TABLE OF CONTENTS

INTRODUCTION	1
WHAT IS PUNCTUATION?	2
PUNCTUATION & CAPITALIZATION ARE IMPORTANT	2
END STOPS	5
INTERRUPTERS	7
OTHER PUNCTUATION MARKS	19
EXERCISES	23
CAPITALIZATION	31
IAU ENG PRE-TEST	38
ANSWER KEY FOR EXERCISES	39
ANSWER KEY FOR IAU ENG PRE-TEST	49
FEEDBACK FORM	50

GRAMMAR: PART III - PUNCTUATION & CAPITALIZATION

I. INTRODUCTION

This module on punctuation and capitalization is the third, and last, in the grammar series.

Punctuation marks themselves are easy to remember. It's where to use them that many people find difficult to recall. Memorizing all the rules for punctuation and capitalization is, therefore, probably not the best learning strategy. Instead, begin by using your knowledge of grammar to understand the *reason behind* each use of each punctuation mark. Once you feel comfortable with each rule, work on practice exercises until that particular use of the punctuation mark becomes second nature to you. You may find some points more difficult than others, so you may have to locate more practice exercises than this module provides. Most textbooks, old or new, contain suitable practice exercises. If you continue to have problems, it may be because you haven't mastered a particular grammar point, so be prepared to review the appropriate sections in previous modules.

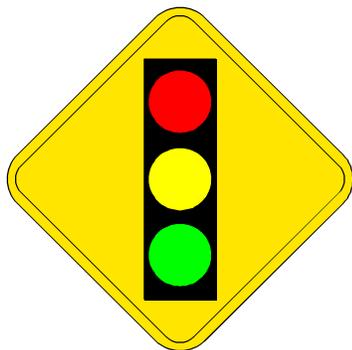
It is not realistic to ask anyone to become an expert in punctuation in one giant session. Once you know where punctuation marks and capitals *should be* placed, the next step is to apply what you know to your own writing. This module is designed to act as a handbook. Every time you wonder if a punctuation mark or capital is required, simply look up the rule and examine the sample sentences. If your sentence matches one of the samples, use the same punctuation marks. Over time, you will find that you are consulting the module less and less and that you are mastering this topic.

Practice exercises are good, but the real key to mastering punctuation is to use what you have learned in your own writing. Proofreading a friend's work is also an effective learning strategy.



II. WHAT IS PUNCTUATION?

Punctuation is not some mysterious and “unlearnable” set of rules created just to make our lives difficult. It is a reasonable and logical system which came about slowly as printers and publishers tried to make writing clear and easy to read. Punctuation replaces the pauses, gestures, and changing tones of voice that people use to make their spoken messages clear. As well, they are a part of the structure of each sentence and not simply decorations sprinkled around after the sentence is complete to make it look good. Punctuation marks work just like highway signs and traffic signals to guide the reader and maintain the flow of written ideas.



Good sentences are easy to punctuate. If a sentence is hard to punctuate, it is probably because the writer was not clear about what he/she wanted to say in the first place, or simply because the sentence was awkwardly worded. The answer to many problems in punctuating your own writing probably lies in rephrasing the sentence.

The rules of punctuation are changing all the time. A hundred years ago, writers wrote long sentences filled with dependent clauses and sprinkled with commas and semicolons. Today, writers focus on constructing simpler sentences with only enough punctuation marks to make the meaning clear. American English tends to have more rigid rules of punctuation than British English. As usual, the Canadian style lies somewhere in the middle. As you develop your own style of writing in the next modules, remember that writing a *clear and understandable* message always includes the correct use of punctuation.

The basic idea behind punctuation is to make the bare subject and the bare predicate, the most important parts of the sentence, stand out clearly for the reader. Most punctuation marks are used to *set off* or separate the less important details in a sentence.

III. PUNCTUATION AND CAPITALIZATION ARE IMPORTANT!

Some people say that punctuation marks are more trouble than they are worth. They are, however, essential to both writers and readers, and they are quite easy to master, especially now that you understand the grammar of sentences structure. Read the following paragraph. All the punctuation marks and capitals have been left out.

please meet mary ann leo and i at the bus stop on 300 union street along the street parking space is provided when you come bring enough money to buy us supper come early my friends and i will be expecting you

Any reader would have difficulty understanding this writing. Even with all the capital letters added, it is still hard to get the meaning.

Please meet Mary Ann Leo and I at the bus stop on 300 Union Street Along the street parking space is provided When you come bring enough money to buy us supper Come early My friends and I will be expecting you

Now, read the same paragraph with punctuation.

Please meet Mary, Ann, Leo, and I at the bus stop on 300 Union Street. Along the street, parking space is provided. When you come, bring enough money to buy us supper! Come early. My friends and I will be expecting you.

As well as making every day messages clearer, a good knowledge of punctuation makes reading poetry, novels, essays and textbooks a lot easier. When you are puzzled about something you are reading, try to unravel the mystery by using the punctuation marks and capitals to find the independent clauses (most important information). Once the independent clause(s) have been identified, the dependent clauses will suddenly start to make sense. Then the meaning of the whole sentence will probably be clear.

An old textbook, Learning to Write, by Reed Smith and Ernest H. Winter, presents these “freaks of punctuation” to show the importance of punctuation.

12. Every lady in this land
Hath twenty nails upon each hand;
Five and twenty on hands and feet;
And this is true without deceit.

13. A funny little man told this to me;
I fell in a snowdrift in June said he;
I went to a ball game out in the sea;

I saw a jellyfish float up a tree;

I stirred my milk with a big brass key;

I beg your pardon for this said he,

14.

Anchor but I want you to do it over again and put more space between

Once you have figured these out, read them aloud. You will easily see that when

When you are writing, however, punctuation marks replace these pauses and tones

As a writer, your job is to construct messages that guide the reader to an
this. To be sure that your writing is clear, you should always proofread it at least



Punctuation marks direct

- ! An exclamation point may be used after an interjection. An interjection is one or more words used alone to show strong feeling.

Whew! It's hot out today.

Terrific! It is so nice to hear good news.

- ! An exclamation point may be used at the end of an imperative sentence that gives a strong command.

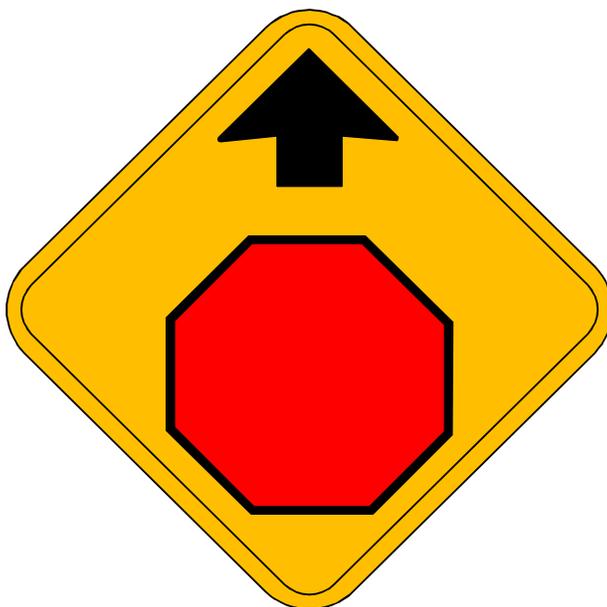
Lock the door right now!

Stop!

Don't sit there!

Oh no! Not again!

After you have written your *first* draft, take time to proofread to make sure that every complete thought starts with a capital and ends with an end stop.



V. INTERRUPTERS

Of the eleven common punctuation marks, five are used to create pauses or interruptions in the flow of words. Each interrupter has a special effect on the reader depending on how it is used. In some situations, only one type of punctuation mark is acceptable; in others, the choice of which punctuation mark to use is left up to the writer who knows best which effect or meaning he/she wants to create. Whichever the case, this type of punctuation works to group *words* into a structure the reader can handle easily.



Some of these punctuation marks may be familiar, particularly if you have just completed the Parts of the Sentence module; some will be new to you. Learning to use them correctly will make your writing more sophisticated and easier to understand.

4. The Comma (,)

The comma provides pauses in a sentence that mark the beginning and/or end of ideas¹ (or items) within the sentence. They also work to guide the reader through the important and less important details what you have written.

The number of commas may look overwhelming at first, but all the rules really fall into five major categories. Learning about commas by using the following categories will make them simpler and easier to remember.

1. Dates and addresses
2. Series
3. Compound sentences
4. Introductory elements
5. Adding extra information

Commas are usually used in pairs, but when a comma comes at the end of a sentence, it is always replaced by an end stop.

¹ The word “idea”, as used here, does not mean a complete thought or sentence.

- Use a comma after each *item* in dates and addresses. If the date or address ends the sentence, replace the last comma with an end stop.

Tuesday, May 12, 1976, was the day we arrived in Moncton.

Number 24, Sussex Drive, is an important Ottawa address.

We lived at 22 Hilldale Dr., Dieppe, New Brunswick, until recently.

Our address is 22 Hilldale Dr., Dieppe, New Brunswick.

Joe was hired on Monday, September 22.

On September 22, 1993, Joe was hired.

Shakespeare died on April 23, 1616.

Do not use commas when you use **only** the month and day.

His appointment for May 26 with Dr. Jones has been cancelled.

The parcel was delivered on July 19 by Canada Post.

- Use a comma after every item in a series. Use a comma before the word *and*, when it comes before the last item in the series². A series is three or more words, phrases, or clauses that have the same grammatical function (e.g. nouns, adjectives, etc.).

Cats, dogs, and rabbits are common household pets. (nouns - subject)

We ordered hamburgers, fries, and a drink. (nouns - object)

Mona is a beautiful, bright, and graceful woman. (adjectives)

He always reads, listens, and speaks carefully. (verbs)

Mel found Easter eggs under the bed, in the chair, and on the table.

(adverb phrases)

Al says that he will come, that he will listen, and that he will compromise

(dependent clauses)

Notice how the commas prevent confusion in these sentences.

The flavours of ice cream I like best are chocolate marshmallow, rocky road, heavenly hash, maple walnut, and vanilla.

² The comma before *and* is optional. Magazine and book publishers prefer it, but newspapers often omit it. In general, it is a good idea to get in the habit of including a comma before *and* because there are times when the meaning is unclear without it.

This morning I dropped my son off at the bus stop, my daughter at school, and my wife at work.

The following example is a little different. The word "and" is used several times, but each group of words is considered a single item.

We prepared toast and jam, bacon and eggs, and waffles and honey for the group.

- 9 Use a comma before a co-ordinate conjunction joining two parts of a compound sentence. (Conjunctions include the words *and*, *but*, *or*, *nor*, *for*, *yet*, and *so*.)

I arrived on time, but the bus was late.

Kal did the shopping, and he paid the bills.

Fran knew the answer, yet she said nothing.

Your essay should be double-spaced, and it should be written in pen.

Occasionally, if the two parts of a compound sentence are short, the comma may be left out.

They saw the ghost and they ran.

Before you continue, compare these sentences. Be sure you understand the differences.

They bought two ATVs, and they sold them. (compound sentence)

They bought two ATVs and sold them. (compound predicate)

They bought two ATVs, sold them, and spent the money.

(verbs in a series)

- 9 Use a comma to *set off* (separate) introductory elements: words, phrases, or clauses at the beginning of a sentence.

Suddenly, she understood her mistake.

Lately, the store has been very busy.

Before school, drop your homework in the box.

Under the porch, they found a litter of new kittens.

Until you reach a decision, I don't want to hear anything more.

If I were you, I would keep that a secret.

First, Jim will buy the ticket.

Second, he will book a hotel.

✓ Use commas after the adverbs first, second, third, etc. whenever they are part of a list, even if they aren't the first word in the sentence..

*Read your paragraph: **first**, check whether you have written complete sentences; **second**, eliminate fragments and run-ons; **third**, decide whether you should combine some sentences for variety.*

✓ Use a comma to separate interjections as well as other beginning words such as "yes", "no", "oh", "well" from the rest of a sentence.

Wow, what a surprise!

Yuck, not spinach again.

Yes, I did manage to buy the tickets.

No, he didn't ask me to buy any for him.

Oh, I understand.

Well, I'm sure I don't know.

✓ Use a comma after introductory words, such as *accordingly*, *actually*, *also*, *besides*, *consequently*, *finally*, *fortunately*, *however*, *meanwhile*, *nevertheless*, *obviously*, *otherwise*, *perhaps*, and *therefore*³.

Therefore, students who are often absent won't have a class mark.

In addition, my cat showed up on the doorstep.

Instead, use your own resources.

✓ Use a comma to set off the name of a person "spoken **to**".

John, are you planning to come to practice Sunday?

I do not think you are taking this seriously, John.

Listen, John, because I think you need a lot of practice.

In each of these three examples, **John** is in a different spot in the sentence. The comma must be placed after the name when it comes at the beginning of a sentence, and before the name when it is at the end of a sentence. When it is located within a sentence, commas are needed both before and after the name.

Remember, this rule is only when a person is "spoken **to**", not "spoken

³ Although sentences like these are acceptable, your writing may flow more smoothly and be more forceful if these words are used as conjunctive adverbs joining two independent clauses.

about", as in the next sentence.

I told John he needs to come to practice on Sunday. (no comma)

- 9 Use a comma to set off groups of words that add extra, non-essential information to the sentence. The sentence below expresses a complete thought.

Tom's mother is a lawyer.

However, in the next sentence, information that is not vital to its meaning has been added. Commas surround the extra information to show that the meaning of the sentence would be clear without it.

*Tom's mother, **who works in Toronto**, is a lawyer.*



In the following sentence, the clause "*who works in Toronto*" is necessary to the meaning of the sentence. It does not require a comma.

*Tom's sister **who works in Toronto** is a lawyer.*

(In this case, Tom has more than one sister, so the clause is necessary to identify which sister is being talked about. Without it, the meaning of the sentence would be unclear. Clauses like this are called *restrictive clauses* because they limit or restrict the meaning of the noun to only one person (thing).

If Tom had only one sister "*who works in Toronto*" would not be essential to the meaning and should be separated with commas. In this case, the clause is called a *non-restrictive clause* because there is no need to limit the meaning of the noun. The clause could be dropped and the meaning of the sentence would still be clear.

*Tom's sister, **who works in Toronto**, is a lawyer.*

Here are some additional examples of non-restrictive and restrictive clauses.

*Our guide, **who wore a red scarf**, was a local resident.*

(There was only one guide, so the information about the scarf is not needed to identify him. The *non-restrictive* clause is set off with commas.)

*Give the money to the guide **who is wearing the red scarf**.*

(There is more than one guide so the information is essential for finding the right person. Do not put commas around *restrictive* clauses because they give essential information.)

*Police officers, **who are dishonest**, are unacceptable in society.*

*Police officers **who are dishonest** are unacceptable in society.*

Compare the last pair of sentences. Which says that all police are unacceptable? Which says only those officers who are dishonest are unacceptable?⁴

*The candy **which cost \$30** is on the bookcase.*

(There is more than one box of candy, so the writer must identify the one that cost \$30.)

*The candy, **which cost \$30**, is on the bookcase. (The information about cost is present only as “by the way”.)*

Here are additional examples of non-restrictive clauses.

*I am studying Spanish, **which is closely related to French**.*

*Elevators, **which caused major changes in the way we use land**, influenced the growth of cities.*

*Mr. Doucet, **who lives upstairs**, is a dentist.*

A good way to decide whether to use commas is to fit the phrase “*by the way*” into the sentence. If the meaning of the “new” sentence is still clear, then use commas to set off the extra, non-essential information.

✓ Use a comma to separate words that add extra information by renaming,

⁴ In the first example, the non-essential (non-restrictive) clause is set off with commas showing that it can be left out. The writer’s meaning is still clear - all police are unacceptable. In the second example *who are dishonest* is an essential part of the sentence (restrictive clause) and has no commas because it indicates only one segment of the police force is unacceptable.

defining or explaining.

*Cheryl, **my friend**, seems to be busy all the time.*

*One important product, **coffee**, has to be imported.*

*Inuit often use an ulu, **a small knife with a thick, rounded blade**.*

*Ask Lynn, **the waitress in the corner**, for more coffee.*

*Ice wine, **a beverage made from frozen grapes**, is really expensive.*

*We offered her a bargain, **fifty percent off anything in the store**.*

If the word that renames is a person's name, do not add a comma.

My friend Cheryl will be skiing that weekend.

The committee hired my cousin Jeff.

Be careful not to use a comma if the word or words which rename are the main thought of the sentence and follow the predicate, as in the following example.

Cheryl is my friend.

Cheryl cannot make it to our party.

- ✓ Use commas to set off words or groups of words that interrupt the flow of thought in a sentence.

*What happened, **of course**, will remain a mystery.*

*The car, **he would have me believe**, had been owned by a little old lady.*

*The staff will, **however**, let you know by Friday.*

*We are, **nevertheless**, glad to help you.*

*They agree that it cannot, **in fact**, be done that easily.*

*The consultants have, **for example**, provided suggestions.*

- ✓ Use a comma to separate a tag from the end of the sentence. The tag is not essential to the meaning of the sentence.

*It certainly is a hot day, **isn't it**?*

*A new hospital is important, **don't you think**?*

*You'll call me when it's ready, **won't you**?*

9

- Use a comma to separate two or more adjectives that come before and modify the same noun.

*It was a **hot, humid** summer day.*

*Everyone loves a **healthy, happy, contented** baby.*

*The **cold, dark, dreary** sky meant that a snow storm was coming.*

- ✓ Use a pair of commas if the two or more adjectives follow the noun.

*The sky, **blue and cloudless**, seemed to stretch forever above us.*

*His defeat, **complete and undeniable**, must be difficult for him.*

Numbers and common adjectives of size, colour, and age are seldom separated by commas.

*Your daughter is a **pretty little** girl. ("little" is a size)*

*Mr. Gaines is a **spry old** man. ("old" refers to age)*

*Tim came in with **fifteen hungry** friends. ("fifteen" is a number)*

*I am afraid of that **big black** dog. ("black" is a color)*

Compare the meaning of these two sentences as determined by the use of a comma.

She wore a light, yellow dress. (Light-weight material and yellow)

She wore a light-yellow dress. (Pale yellow)

- Use a comma to set off the explanatory words of a direct quotation.

***Bob shouted**, "Come over when you've finished."*

(comma placed before the quotation begins, outside the quotation marks)

"We'll have a game of croquet," suggested Ellen.

(comma placed after quotation ends, but inside the quotations marks)

*"Here's an idea," **Mae said**, "for this year's concert."*

In the last example where the speaker's exact words are split, commas are placed both after the first part of the quotation, inside the quotation marks as well as before the remainder of the quotation outside the quotation marks)

- Use a comma after the salutation in an informal or friendly letter.

Dear Mary,

Dear Mr. Hubbard,

- ✓ Use a comma after the complimentary closing in an informal letter and in some business letter formats.

Yours truly,

Sincerely yours,

Too many commas can make your words confusing and slow the reader down.

Until you feel comfortable with all the comma rules, you might want to follow this advice: *When in doubt, leave them out.*

5. **The Semicolon (;)**

A semicolon makes a strong break or pause in a sentence. The break is stronger than that created by a comma; weaker than a period. The semicolon emphasizes the close relationship between the two complete thoughts in a compound sentence.

- A semicolon is used to join the parts of a compound sentence instead of a conjunction, such as *and*, *but*, etc.

A hot, dry summer was upon us; we worried about our water supply.

Dave was really excited; it was almost his turn.

Stephanie paced the hall; Jack just stared into space.

Some people have the desire to work hard; others do not.

- A semicolon is used to link independent clause joined by a conjunctive adverb like *therefore*, *however*, *in other words*, *in fact*, *also*, *as a result*, *besides*, *consequently*, *finally*, *for example*, *furthermore*, *meanwhile*, *moreover*, *nevertheless*, *thus*, *yet*, etc.).

*Drinking and driving are illegal; **furthermore**, it is dangerous.*

*I have the flu; **nevertheless**, I will finish this assignment.*

*Penny didn't go to the party; **instead**, she went to bed.*

*Dale writes well; **for example**, he has won awards, published stories, and written letters to the editor.*

(A comma always follows the conjunctive adverb.)

- A semicolon is used to separate phrases or clauses in a series that already contain commas.

The guests at the wedding included Mr. Smith, our principal; Miss Jones, the science teacher; and Mrs. Elson, the counsellor. Send applications to Fredericton, New Brunswick; Halifax, Nova Scotia; and Charlottetown, Prince Edward Island.

- A semicolon may also be used to join parts of a compound sentence even if the independent clauses are joined by a conjunction. However, there must be a comma within one or both of the independent clauses.

*My teenage son was late again last night; but I didn't worry, for I knew he was with you.
We were certain; yet until he was finished, we said nothing.*

6. **The Colon (:)**

A colon makes an even stronger break in the flow of words than a semicolon. It is a mark that writers use to alert the reader that a list or an explanation is about to start.

- Use a colon after the greeting in a business letter.
- Use a colon before a list. The words that come before the colon must, however, form a complete sentence. Never use a colon after the words "is" or "are".



*Dear Miss Oakes:
Dear Sir:*

We bought cleaning supplies: soap, brushes, bleach, and rags.

There are three major sentence faults:

run-on sentences

comma splices

sentence fragments

The following items were ordered: pens, notebooks, and erasers.

The items which were ordered are pens, notebooks, and erasers.

(A colon would be incorrect in this sentence because it would turn the first part of the sentence into a fragment.)

- Use a colon to introduce a clause or phrase that explains or restates what has already been said.

She had only one vice; gossiping.

The class was a waste of time: the speaker was confused and unprepared.

- ☺ Use a colon between numbers indicating hours and minutes.

The time is 4:30 p.m.

7. The Dash ()

The dash does not have many special uses of its own and is mostly used as a replacement for the comma, the semicolon, the colon, or parentheses (). It is usually considered to be stronger than a comma. The dash, however, can be over-used. It should be used only for special emphasis and effects. Dashes like commas are often used in pairs.

- Use a dash in forceful expressions, where repetitions and restating make important words stand out.

He is an honest worker--an honest worker indeed!

It's hard to believe that on this day last year--June 22, 1992--Grant and Bonnie were married.

John--an unusually fair and honest man--has just been charged.

- Use a dash with afterthoughts.

We are unable to do it--unless the situation changes.

I'll meet you before the movie starts--unless something happens to make me late.

- Use a dash to show abrupt changes in thought within a sentence.

There is no way I can fit you in--well, I can if you are here in five minutes.

No, you cannot have a snack--unless you would like an apple.

8. Parentheses, Brackets, Braces([{}])

- () **Parentheses** () can also be used to enclose words, phrases, or sentences that add non-essential information to the sentence. They often suggest a private bond between the reader and the writer, almost as though a secret were being whispered. As well, they “down play” (de-emphasize) the material they enclose. Although the information within parentheses may not be essential, it may be useful to the reader. Parentheses are similar to the commas used around non-restrictive phrases and clauses, but their effect is to set off the material more strongly.

*New students (**those registered in the last two weeks**) should attend the complete this form.*

*The CNIB (**Canadian National Institute for the Blind**) received a grant of \$26,000 from the foundation.*

*Jane Doe (**the name traditionally given to unknown victims**) was reported missing six weeks ago.*

*The class read widely (**novels, short stories, poetry, essays**).*

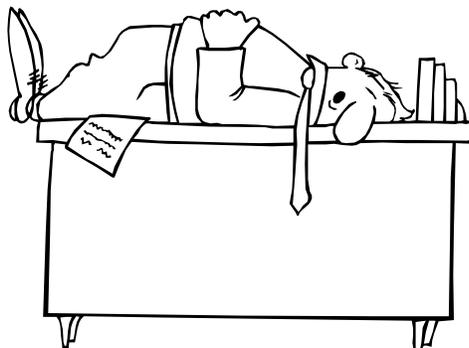
*The mine's reserves (**lead and zinc**) are very small.*

- [] **Brackets** [] are used inside parentheses or to set off the writer's comments inside a quotation.

*Our club (a newly formed chapter of IODE [**Independent Order of Daughters of the Empire**]) now has thirty-two members.*

*Branston Chalmers said, “Man [**meaning men and women**] is a violent animal.”*

- { } **Braces** { } are used mostly in mathematics. Generally, they are nested inside parentheses and brackets.



Take a break! You have finished the trickiest parts.

VI. OTHER PUNCTUATION MARKS

9. The Hyphen (-)

The hyphen is really a spelling device.

- Use a hyphen if part of a word must be carried over from one line to the next. Check a dictionary for the correct syllabication before placing the hyphen.

*His attitude changed almost over-
night.*

- Use a hyphen with some adjectives which come before a noun if they are acting as a single modifier.

*He is a well-known lawyer.
They will likely have a blue-eyed child.*

Compare the meaning of these two sentences as determined by the use of a hyphen.

*He wore a light-brown jacket.
He wore a light, brown jacket.*

Do not use a hyphen when the same adjectives come after a noun.

*He is a lawyer that is well known.
Their child will likely be blue eyed.*

- Use a hyphen in compound numbers from twenty-one to ninety-nine.

There are twenty-eight kids in Mrs. Dickens' class.

- Use a hyphen to write fractions.

*Only one-half of the members attended the meeting last night.
We were two-thirds of the way to the restaurant before I
remembered you.*

- Use a hyphen with some compound nouns. Some compound nouns are not spelled with hyphens (for example, backyard, and grandmother). Some compound nouns do require a hyphen (such as mother-in-law, and drive-in). If you are in doubt, check a dictionary for the correct spelling, which will include hyphens if required.

*My brother-in-law wears clothes that are very out-of-date.
I work part-time constructing built-in bookcases.*

- A hyphen may be used between a prefix and a root word when two identical vowels come together or when the new word could be confused with a similarly spelled word.

co-operate

re-cover the sofa - but recover from an injury

anti-abortion

co-author

re-creation (to make again) recreation (leisure)

bell-like (not belllike)

de-emphasize

10. The Apostrophe (')

- ' Use an apostrophe in place of letters left out of words, when forming contractions.

I'll be ready after lunch. (I'll is the contraction for I will)

You can't be serious! (can't is the contraction for cannot)

Other contractions include

you're (you are)

that's (that is)

don't (don't)

hasn't (has not)

doesn't (doesn't)

I'd (I would)

who's (who is)

I'm (I am)

- ' Use an apostrophe to form possessives; possessives are nouns which show ownership. If you need to review, consult the modules Parts of Speech and Parts of the Sentence.

The woman's wear department has moved to the front of the store.

Penny's mother has not been feeling well.

The children's teacher asked them to bring in paint shirts.

11. Quotation Marks (“ ”)

“” Use quotation marks at the beginning and at the end of a direct quotation. A direct quotation tells the reader exactly what someone has said, as in the following examples.

Jack yelled, "I can't hold on much longer!"
When I asked the stranger, he replied, "No."

“” Quotation marks are not used with indirect quotations. Indirect quotations report in a general way what someone has said. The following is an example of an indirect quotation.

Jack yelled that he couldn't hold on much longer.
I asked the stranger if he needed directions. He said that he didn't.

As you can see, an indirect quotation tells the reader what someone says without using the his/her words.

Use the following patterns when you are writing direct speech.

"I'm not going!" shouted Sheila. "You can't make me go."
"What I really mean," he stuttered, "is that this will never work."
"I disagree," said Michael; "however, I don't want to argue."
Celia replied, "What do you want?"
Did Pat say, "I want some more"?

When writing dialogue in a story, start a new paragraph everytime a different character speaks.

"Don't you try and tell me what to do in a situation like this,"
shouted John into the phone. "I can and will do what I think is right!"
Michael's reply was as soft as usual, "But someone has to tell you
the truth. Your experiments are wrong and unethical. If you continue with
your work, something absolutely evil is going to result."

Valerie added from her chair beside the
desk, "Oh, give it up, Michael. He's never going
to listen.

"I heard that, Valerie," screamed Michael.



- “” Use quotation marks around the titles of parts of longer works (book chapters, magazine articles, short stories, essays, short poem, etc.), but underline book titles or put them italics.
- “” Use quotation marks for words used in a special way.
She hung her toddler’s “works of art” on the frig.
His “walks” are more like a twenty-six mile marathon.
- “” Use quotation marks to show the exact words you have borrowed from another speaker or writer. You must always give credit when you have used some else’s ideas. Review the module on reference skills for the correct way to give credit to other writers.

Hamlet said, “To be or not to be.”

One comment on commas says, “When in doubt, leave them out.”

Alicia Marshall wrote, “Canadian history has never given proper credit to the women who helped build this country.”

Be sure to complete the practice exercises on punctuation on the following pages before you continue! If you find that you are still puzzled by some of the rules, you can find more exercises in any grammar text or handbook.



Exercise 1: End Stops

Provide periods and end stops for these sentences.

1. The bus arrives at 3:25 pm AST
2. The view from the bridge was inspiring, the river was a dark blue ribbon against the velvet green valley.
3. What kind of person would speak to a child like that
4. Boy what luck
5. Please close the window in the dining room
6. Mr and Mrs Lincoln were married on Wed Nov 12, weren't they
7. Is 12:00 am midnight or noon
8. Don't you dare do that
9. Why is the sky blue
10. The house collapsed

Exercise 2: End Stops and Commas

Add commas, end stops, and any other punctuation necessary.

1. Moncton New Brunswick is his birthplace
2. Armistice Day November 11 1918 marked the end of the First World War
3. Does my vacation start on July 26 and end on August 15
4. His mail was forwarded to 10 Elm Street Fraser Ontario P0G 1G0
5. A narrow winding dusty road is not an easy place to drive
6. The campers cooked supper made a fire and sang songs
7. You can travel to Montreal on the train by bus or in Charles car
8. It was clear that he was afraid that he was angry and that he wanted revenge
9. I really like the idea so Ill go along with it
10. She was tall graceful and charming but her English was terrible
11. When did your friend Carol write that article for the local paper
12. Well the real story goes something like this
13. Yes I will help you with that project
14. Will you give time or will you give money to our campaign
15. Suddenly the wind died and all was quiet
16. During her early years she worked as a journalist in Calgary Alberta
17. On Tuesday June 27 1992 Pearl turned twenty-one
18. Your rent is due by April 31 and if you don't pay I will have to evict you.
19. The company knew of course that she would not be rehired
20. While I was eating the cat scratched at the door.

Exercise 3: Commas in dates and addresses

1. John Lennon was born in Liverpool England in 1940.
2. On August 28 1965 the town of Bonneville PEI celebrated its centennial.
3. The House of Commons met on September 12 last year.
4. Send a cheque or money order to Suite 13 2 Lang St Elmira Ontario.
5. Parker Bott now lives at 45 Wascana Road in Albert County New Brunswick
6. Our tickets are booked for Monday June 14.
7. Sutter's Crossing will be our new home in Nova Scotia.
8. The property taxes on 14 Victoria Avenue in Arva are due in August 1992.
9. Christmas can be celebrated on December 25 or January 6.
10. Monday will be the 26th of May.

Exercise 4: Commas in a Series

1. Have you ever eaten country foods like buffalo musk ox beaver or muskrat?
2. He willed his property including houses shops vacant lots and warehouses to his only son.
3. Bottles of French Italian and Thousand Island dressing sat in neat rows.
4. Do prefer red yellow green or orange peppers in your salad?
5. Miles addressed the letters stamped them and put them in the box.
6. Breakfast includes a choice of bread and butter toast and jam or bagels and cream cheese.
7. The suspect hung his head and looked at his shoes then sniffled a bit and finally cleared this throat.
8. Food allergies can cause rashes breathing difficulties or upset stomach.
9. Prizes were awarded to first second third and honourable mention.
10. The 78 Ford Mustangs 86 Buick Skylarks and 69 Pontiac Venturas were the best cars in the show.

Exercise 5: Commas in Compound Sentences

1. Everyone has heard of love at first sight but he fell in love at first apple pie.
2. The train rolled out of the station and we were off on our vacation.
3. John check the water level in the well and quickly discovered the problem.
4. This is a good book but his last one was better.
5. Either John or Jill have the information that you need.
6. John has the information and if not, Jill will get it for you.
7. Paul is a good student for he is always focused.
8. We are constantly upgrading our computers yet we are always out-of-date.
9. We ate well over the holidays and each of us gained three pounds in two days.

10. She told him to stop whining or she would have to leave.

Exercise 6: Commas with Introductory Elements

1. Lately he's been really hard to track down.
2. Due to the heavy fog the plane from St. John's will be delayed.
3. Gently but firmly she directed his attention to the problem.
4. Yes I will definitely be there.
5. Before lunch wash your hands thoroughly with soap and water.
6. Oh well I'm sure he didn't mean it as an insult.
7. As a result the committee will have to meet again next week.
8. Kenny is it fair to judge her that way?
9. Wow Jeff you really can cook a terrific pot of chili!
10. After the last incident with the police chief it would be better to be polite.
11. Because he was late he missed the best part of the meeting.
12. Until you are absolutely sure you shouldn't say anything at all.
13. If I were you I would get that assignment done early.
14. First tell me about yourself.
15. As soon as the order is ready send it to me by registered mail.

Exercise 7: Commas with Restrictive and Non-restrictive Phrases and Clauses

1. For your canoe trip you need bags that are waterproof.
2. For hiking you need sturdy boots which are expensive.
3. Our Field Berry Jam which is made with wild raspberries costs \$4.99 a bottle.
4. Everyone who reads the book will be shocked.
5. Marlene in a fit of laughter shook pepper and salt on her eggs.
6. Children who come to school without breakfast have difficulty learning.
7. Children who are usually easy to handle are my chief concern in this job.
8. The job believe it or not is really quite interesting.
9. Students who plan to write their GED need good writing skills.
10. We planned the workshops for Sundays which are usually quiet days.

Exercise 8: Commas with Adjectives

1. I like cold clear winter nights.
2. The sun orange and hazy rose behind a wooded ridge.
3. She wore a light yellow cotton dress topped with a soft velvety hat.
4. Albert was a grumpy old man at the age of twenty-two.
5. She makes the richest chocolate cheesecake.
6. The real estate agent advertised the house as a peaceful country home.
7. The garden beautiful and neat stretched back to the river.
8. He positioned a heavy straight chair near the window.
9. It was a pretty small bonus for so much extra work.
10. Witches are supposed to have sharp pointy noses and crooked boney fingers.

Exercise 9: Semicolons

1. Mark my words you will be surprised.
2. His hands were clean his conscience was not.
3. His attitude improved moreover he began to see success
4. Your ideas are great in other words we'll use them right away.
5. He knows too much his days are numbered.
6. The days were hot dry and scorching but after the middle of August it got cooler.
7. Her flight made stops in Toronto Ontario Chicago Illinois and Boise Idaho.
8. The meetings were scheduled for Tuesday November 16 Tuesday December 9 and Friday January 21.
9. He watched he waited he acted appropriately.
10. Sit down and drink your milk the calcium is important for good healthy bones.

Exercise 10: Colons and Apostrophes

1. The YMCAs morning session offers three programs swimming badminton and archery.
2. Wed welcomed Charles suggestions our groups creativity had run dry.
3. Her letters of complaint began with "Dear Mr. Know-it-all" and ended with a vulgar threat.
4. Its good to be at the airport at 615 for a 7 o'clock flight.
5. Before you come, can you pick up popcorn pop chips and dip at Colemans?
6. These vitamins contain high levels of vitamin A vitamin C and niacin.
7. The ladys best qualities are these grace courtesy warmth and honesty.
8. Ellen was smart in one way she always listened to her bosses instructions.
9. Cant you stop making excuses for Besss failures and her husbands abuse.

10. They bought many red blue yellow pink green.

Exercise 11: Quotation Marks

1. Answer these questions truthfully said the lawyer.
2. Her client replied I am always truthful.
3. You may be innocent sighed her lawyer but you are holding something back.
4. Her voice shook, but she added are you kidding
5. Sir added William I beg you to forgive my lack of enthusiasm but Simon said we cannot afford this project.
6. The report says that most residents aren't in favour of the landfill.
7. He ran to the window and shouted police.
8. Her latest article the history of charlotte county ends with this quote our community has grown larger but independence is still our watchword.
9. Her natural insecticides are a witches brew of roots, leaves, and berries.
10. Send in the clowns was written in the 1970s.

Exercise 12: Comma Review

1. Supply the missing commas.
2. Be sure to get bread butter peanut butter and jam.
3. I want you to clean the windows dust the furniture wash the dishes and do the laundry.
4. Americans and Canadians share the same language and food preferences.
5. I'm not speaking to her so you will have to tell her.
6. When the moon is full police often report higher criminal activities.
7. She bit into a jalepeno pepper and started to cry because it was really hot.
8. Carol listen to me or you will be sorry.
9. The rescuers combed the woods the riverbank and the fields
10. First answer the door because its likely Will the electrician.
11. Frightened by his odd behaviour she locked the door and called the police.
12. The cheetah is by far the fastest cat.
13. You do know the capital of Canada don't you?
14. Paul searched high and low for the perfect gift for Sue and her mother.
15. In addition to your next of kin who will benefit from your will?
16. Unless you learn the comma rules your writing will be hard to read.

Exercise 13: Comma Review

Insert commas where necessary.

1. Caffeine which is present in coffee tea and chocolate is a stimulant.
2. My only brother who lives in Calgary wrote and published a novel.
3. While he was playing the horn sounded.
4. That ball team in case you haven't noticed hasn't won a game in weeks.
5. He gave us three reasons none of which we liked.
6. Susan my boss works in the next office.
7. I am discouraged yet I can't stop searching.
8. They skated for hours on the outdoor rink and then came in for coffee.
9. We invited the man who has just moved in next door.
10. We spoke to Mark Hemmings father who has just returned from Spain.
11. He wasn't dishonest just stupid.
12. Clara smiled sweetly which was unusual for her.
13. On Friday morning services will be held in the chapel.
14. Everyone knows that July 1 1867 was a memorable day for Canada
15. Students who cheat hurt only themselves.
16. The college which admits anyone over 25 has a good reputation.
17. We will instead offer even better sales.
18. Uncle Phil a farmer raises cattle near Rose Hill Manitoba.
19. Will you speak at the meeting or won't you?
20. A strong flexible language will survive without government legislation.

Exercise 14: More on Quotation Marks

1. He published a short article The Birds of Summer and earned \$50.
2. Watch out shouted the lifeguard
3. Do it again Mommy shouted Lily I love it.
4. Did she really write I am not coming home
5. We will win the game we will go to the championship!
6. Her work was good however her attitude needed improvement
7. Carol wrote Dear Sir at the top of the paper and then she stopped.
8. Oh darn said Pooh as he licked his paw this honey is starting to spoil.
9. The guest brought lots of food hot dogs bagels chocolate milk and pop.
10. We'll grant the loan moreover we'll arrange for an inspection.
11. Her sister in law recreated a Civil War battle on the front lawn.
12. Please replace all the sheets that are stained torn or worn out.
13. My cousin Jim is a technician for Air Canada.
14. His parents paid the bill in cash nickels dimes quarters and pennies.

15. The club included Bill a lawyer Angela a doctor Mel a violinist and Paula a housewife.

Exercise 15: Punctuation Review

Punctuate the following sentences correctly, using all the punctuation marks you have studied.

1. Were Tony Lisa and Cathy there also
2. No I dont want to stay home unless we rent a movie
3. Garths grandfather was born December 16 1902 in Belfast Ireland
4. Its wonderful said John To see you again so soon
5. The babys name is John Theodore Weston II but we call him J T
6. Jack would you drop off these library books on your way to work
7. I wrote a letter to Mr Hall to ask if there were any job openings.
8. Send your reply to Angus McAllister 123 Scottsdale Drive St Stephen N B
9. Wow What a scorcher
10. Peggy does pen and ink drawings oil painting and charcoal sketches
11. First she rearranged the furniture not ten minutes after she arrived
12. He owns a blue wool jacket but prefers to wear the soft brown leather vest
13. Toward the end of the day its difficult to concentrate on work
14. Dont go near that hot wire the fire fighter shouted
15. The contest winners are as follows Marty Arnold Shawna Feeney Helen Charles and Francoise James

Exercise 16: Punctuation Review

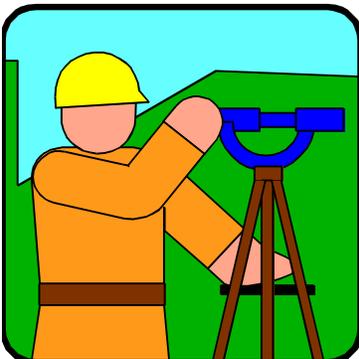
Insert all punctuation marks required.

1. Luke signed his contract on March 26 1996 although he had been hired a week earlier
2. After he cuts all the hay hell start the tractor and well haul it to the barn
3. The supplies that you will need for this course are pens pencils white-out metal rulers dictionaries and loose leaf paper
4. Send this invoice to 123 Centre St Mainville New Bruswick but don't include that letter
5. Before leaving the building you should do the following close the windows turn off the computer tidy your desk and activate the answering machine
6. Do you know if she is eligible and if she is eligible can she start the job tomorrow
7. His boss Jackson Short has written a new book called Into the Wasteland
8. Thunder struck the house the fire started immediately

9. Yes Ill go to the conference but I will not take Janices project with me
10. When they read the minutes of the meeting they realized that John Smith the director Freida Hucks the treasurer Allan Jardin the secretary and the salesmen had all attended
12. Laughingly he suggested I have never seen so much dirt why dont you sell it by the bushel
13. I am going Martin said to ask you a difficult question but you dont have to answer it
14. Wow my heart was in my throat
15. My only brother who lives in Winnipeg is coming to visit
16. They awarded two prizes one for bravery and one for excellence
17. My landlord said that he would fix it or he would buy a new one
18. Barb was the only blonde blue eyed child in the class more than one half of the rest had brown hair and brown eyes
19. Our work is finished here unless something unforeseen happens
20. I lost my wallet but I didnt worry because there was nothing important in it

Exercise 17: Punctuation Review

1. The whole town is upset it seems the bank was robbed yesterday.
2. He claims that a rusty battered old space craft landed in his yard.
3. The reporter unkindly and coldly asked him what were you thinking
4. Betty Ann Martha Phil and Jim brought everything corn a pot butter and salt.
5. Is anyone contented contented with life with love or with home
6. Vanessa hates writing her essays show it
7. Shrieking with fear the children leaped from wrecked bus just before it sank.
8. We checked the prices bus costs \$52 train costs \$79 plane costs \$189.
9. Education is essential said Mrs. Asa the presidents wife for everyone here.
10. I can believe her but for most of the last year she has lied from time to time.



Now you're ready to take a look at capitalization.

VII. CAPITALIZATION

A good writer applies the rules of capitalization because they help readers understand a written message. You already know quite a lot about capitalization; in fact, you are probably familiar with most of these rules.

- The first word of every sentence must start with a capital letter.
- The pronoun "I" is always capitalized.
- The first letter in your first name, middle name(s) and last name are capitalized; the same goes for other people's names - even your dog's name (like Rover) is capitalized.
- The names of the days of the week and the months of the year begin with capital letters.
- The first letters in the names of cities, towns, counties, states, villages, roads, streets, parks, countries, continents, and other geographic names are always capitalized.
- Some abbreviations are capitalized, such as the abbreviations for individual provinces (N.B., N.S., P.E.I., etc.), titles of respect (Mr., Mrs., Ms., Miss, Dr., Rev., etc.), and dates (B.C., A.D.).

The rest of the capitalization rules are not difficult, but they may be new to you. Read the explanations several times until you understand them. Then complete the exercises that follow.



CAPITALIZE:	WHEN?	EXAMPLE
RELIGIOUS WORDS	Words referring to God, to the Holy Family, and religious scriptures, either Christian, Jewish, or other	<ul style="list-style-type: none"> -God -the Lord -the pronouns He and Him when referring to God -the Son of God -the Almighty -the Blessed Virgin -the Talmud -Allah
FIRST WORD	The first word in a direct quotation should begin with a capital letter.	Susan asked, " S houldn't we capitalize the first word of this quotation?"
	The first word in a question within a sentence should begin with a capital letter	We all are wondering, " A re you moving back to Calgary?"
	The first word of each entry in a list or an outline should begin with a capital letter	The travel bureau sent: <ul style="list-style-type: none"> -A map of the city -A detailed map of each major area -Two brochures listing places of interest.

CAPITALIZE	WHEN ?	EXAMPLE
NAMES OF PEOPLE	Personal names should be capitalized. Some names have two capitals.	Mc D onald Van H orne Le C lerc O' D onnell Smith- B arney
(titles)	Titles should be capitalized when they name some person or office specifically.	P rime M inister S mith C aptain W est R everend A lbert S enator M c A voy
NAMES OF THINGS (commercial products)	Capitalize brand names. Do not capitalize the type of product.	I vory soap K leenex tissues C ampbell's soup A pple computers M icrosoft software
(organizations)	Capitalize the names of <u>specific</u> companies, organizations, associations, societies, commissions, schools, political parties, clubs, religious groups, and government agencies and bureaus.	N ew B runswick C ommunity C ollege R oyal C anadian M ounted P olice N ew B runswick L ung A ssociation R oyal C anadian L egion R otary C lub S uperior J unior H igh S chool
NAMES OF PLACES	Capitalize the names of buildings, parks, mountains, rivers	G rant J udson M emorial H all B ambino's P izzeria R ocky M ountains (but T he R ockies) S t. L awrence R iver

As well, many words do not require a capital.

INCORRECT	CORRECT	RULE
Welcome to the <i>City</i> of Fredericton. Did you have a long drive from Quebec <i>city</i> ?	Welcome to the <i>city</i> of Fredericton. Did you have a long drive from Quebec <i>City</i> ?	Capitalize the word <i>city</i> only when it is part of the official name of the city.(e.g. Quebec City)
I live in the <i>province</i> of New Brunswick. Nova Scotia is the <i>Province</i> where I was born.	I live in the <i>Province</i> of New Brunswick. Nova Scotia is the <i>province</i> where I was born.	Capitalize the word <i>province</i> only when it comes before the name of a province.
Sheila has lived in the <i>west</i> . I have never even been <i>West</i> of Edmundston!	Sheila has lived in the <i>West</i> . I have never even been <i>west</i> of Edmundston!	Capitalize <i>North, East, West, and South</i> when they are used to refer to specific areas of the country. Do not capitalize these words when they are used simply to indicate directions.
Children truly love <i>Winter</i> . Adults seem to favour <i>Spring, Summer, and Fall</i> .	Children truly love <i>winter</i> . Adults seem to favour <i>spring, summer, and fall</i> .	Do not capitalize the names of the seasons.
The <i>german shepherd</i> and <i>dalmatian</i> puppies played well together. The menu included <i>italian</i> pizza, <i>french bread</i> , and <i>swedish meatballs</i> .	The <i>German shepherd</i> and <i>Dalmatian</i> puppies played well together. The menu included <i>Italian</i> pizza, <i>French bread</i> , and <i>Swedish meatballs</i> .	Always capitalize nationalities even if they are associated with something other than people

<p>Paul works for the <i>accounting branch</i> of the <i>department of national revenue</i>. The <i>Department</i> depends on him to report on all tax revenues</p>	<p>Pau; works for the <i>Accounting Branch</i> of the <i>Department of National Revenue</i>. The <i>department</i> depends on him to test the water in Sick Lake.</p>	<p>Capitalize the specific names of departments or divisions of companies or organizations. These are <u>proper nouns</u>. Without the rest of the title, however, words like <i>department, branch, college, university, school</i>, etc. become <u>common nouns</u> and do not require capitalization.</p>
<p>I told <i>mother</i> I would be home for Thanksgiving. My <i>Father</i> doesn't know I will be visiting. I am hoping <i>uncle</i> Harold will be around, as well as my two <i>Aunts</i>.</p>	<p>I told <i>Mother</i> I would be home for Thanksgiving. My <i>father</i> doesn't know I will be visiting. I am hoping <i>Uncle</i> Harold will be around, as well as my two <i>aunts</i>.</p>	<p>Capitalize words standing for family relationships only when they are used as a substitute for a person's name or are used as a part of a person's name.</p>
<p>This year I am studying <i>french</i> as a second language. Next year I plan to take <i>physics 122</i>. I have heard Physics is a difficult course.</p>	<p>This year I am studying <i>French</i> as a second language. Next year I plan to take <i>Physics 122</i>. I have heard physics is a difficult course.</p>	<p>Capitalize the names of languages and specific numbered courses. Do not capitalize the names of subjects.</p>

Exercise 18

Rewrite the **words** in the following sentences which require capitalization, or are incorrectly capitalized, correcting capitalization errors.

Example: My uncle came to visit last sunday on my Birthday.

correct: Sunday, birthday.

1. Our Family Doctor, phillip robichaud, went to High School with my sister.
2. Have you studied for your science and english exams?
3. Odette gave her Niece a subscription to *seventeen*, a teen magazine, for christmas.
4. Katrina's Mother is dutch, and her Father's family is originally from poland.
5. We visited calgary, alberta, last summer on our Vacation.
6. Do you remember the name of the Television show that starred penny marshall?
7. We have french, italian, Oil and Vinegar, and Thousand Islands Salad Dressings.
8. Margaret shook hands with the prime minister when he visited!
9. Is mother upstairs, or did she go to pick up dad?
10. Paul and Jim saw billie jean king play tennis.
11. We are camping at kouchibouguac national park this summer.
12. The law office is on third street, across from burger king.
13. They were married on valentine's day, five years ago.
14. Have you seen the movie *the firm*, or have you read the book?
15. "hello," said Bob. "are mom and dad here?"

Exercise 19

Correct the capitalization in these sentences

1. why on Earth did you buy ford truck?
2. George never finished High School, but he speaks spanish and italian well.
3. I like Math and Science but I have to work hard at english.
4. The united empire loyalists came to the maritime Provinces long ago.
5. John Smith, a welder, later changed his name and became a Movie Star.
6. The Fredericton city council sent a proposal for funding to the Province.
7. Jack and professor Campbell said the arrow head came from the bronze age.
8. do you know if his Ball Team, the reds, have arrived yet?
9. Primitive desert tribes have many Gods
10. Jan and her Family used to live in the maritimes before they moved to the west.

The final review for this module involves your own writing.

Write three separate compositions. Revise and proofread each one carefully. Pay special attention to punctuation. Be brave! Experiment in your writing with some of things that you have just learned.



IAUENG PRE-TEST

- A. Provide punctuation and capitals. Some sentence combining may be appropriate.
1. I decided to travel across canada all the way to the west coast last summer I doing some photography a highly profitable way to see the country it would also give me an insight into the Canadian people I thought.
 2. my route would take me through the appalachian mountains to edmunston new brunswick the capital of the madawaska republic from there I planned to travel to Quebec City where I would meet aunt sarah and my cousin Jill.
 3. together we would visit all the major cities toronto ontario winnipeg manitoba regina saskatchewan calgary alberta and vancouver british columbia
 4. it was july 1 1997 Id mapped out my route the car was packed and I was ready to go my battery was dead I took a picture of handsome blond repairman who install a new one.
 5. my car which is a 1988 Mustang has become a trusted comfortable travelling companion so I didnt expect any adventures wow was I wrong
 6. on july 2 the wipers stopped in the middle of a heavy driving rain I got a good picture of the repair job which cost me \$7500
 7. just two days later we heard a loud pop one that would cost me \$225 on the macdonald cartier freeway in toronto happy al the tow truck driver who changed my tire at 130 am made a great shot
 8. northern ontario lake superior and thunder bay make great sight seeing we drove through tiny villages along empty highways and between huge fields of wheat for days there a friendly laughing farmer filled my overheated radiator I took several pictures of him too
 9. nothing more could go wrong could it I said to my aunt she replied dont say things like that youre tempting fate she was right before we got to calgary I had to buy a new headlight you can be sure of course that I got great pictures of the store where I bought it
 10. in vancouver someone stole my car which was parked in a fenced security lot the police officer didnt mind having his picture taken I tried to take a picture of whistler mountain I found that I had no more film and couldnt buy any more I had spent all my money on a plane ticket home
 11. what did I learn about canadians from my cross country trip they are all friendly helpful people who love having their pictures taken
- B. Write a composition, at least one page in length, which includes dialogue.

ANSWER KEY

Note to facilitators and learners:

The answers provided here are not necessarily the only correct versions. In some cases, commas are optional; in others, there may be more than one meaning to a sentence. In some instances, commas, dashes or brackets could be used. Some sentences in these exercises are correct as written.

Exercise 1: End Stops

Provide periods and end stops for these sentences.

1. The bus arrives at 3:25 pm A.S.T.
2. The view from the bridge was inspiring! The river was a dark blue ribbon against the velvet green valley.
3. What kind of person would speak to a child like that?
4. Boy what luck!
5. Please close the window in the dining room.
6. Mr and Mrs Lincoln were married Wed Nov 12, weren't they?
7. Is 12:00 a.m. midnight or noon?
8. Don't you dare do that!
9. Why is the sky blue?
10. The house collapsed.

Exercise 2: End Stops and Commas

Punctuate the following sentences by adding commas, end stops, and any other punctuation where necessary.

1. Moncton, New Brunswick, is his birthplace
2. Armistice Day, November 11, 1918, marked the end of the First World War.
3. Does my vacation start on July 26 and end on August 15?
4. His mail was forwarded to 10 Elm Street, Fraser, Ontario, P0G 1G0.
5. A narrow, winding, dusty road is not an easy place to drive! (or .)
6. The campers cooked supper, made a fire, and sang songs.
7. You can travel to Montreal on the train, by bus, or in Charles' car.
8. It was clear that he was afraid, that he was angry, and that he wanted revenge.
It was clear that he was afraid that he was angry and that he wanted revenge.
(Depending on the meaning, this sentence is correct as written.)
9. I really like the idea, so I'll go along with it.
10. She was tall, graceful, and charming, but her English was terrible.
11. When did your friend Carol write that article for the local paper?
12. Well, the real story goes something like this.

13. Yes, I will help you with that project.
14. Will you give time, or will you give money to our campaign?
15. Suddenly, the wind died, and all was quiet.
16. During her early years, she worked as a journalist in Calgary, Alberta.
17. On Tuesday, June 27, 1992, Pearl turned twenty-one.
18. Your rent is due by April 31, and if you don't pay, I will have to evict you.
19. The company knew, of course, that she would not be rehired.
20. While I was eating, the cat scratched at the door.

Exercise 3: Commas in dates and addresses

1. John Lennon was born in Liverpool, England, in 1940.
2. On August 28, 1965, the town of Bonneville, PEI, celebrated its centennial.
3. The House of Commons met on September 12 last year.
4. Send a cheque or money order to Suite 13, 2 Lang St., Elmira, Ontario.
5. Parker Bott now lives at 45 Wascana Road in Albert County, New Brunswick
6. Our tickets are booked for Monday, June 14.
7. Sutter's Crossing will be our new home in Nova Scotia.
8. The property taxes on 14 Victoria Avenue in Arva are due in August, 1992.
9. Christmas can be celebrated on December 25 or January 6.
10. Monday will be the 26th of May.

Exercise 4: Commas in a Series

1. Have you ever eaten country foods like buffalo, musk ox, beaver, or muskrat?
2. He willed his property including houses, shops, vacant lots, and warehouses to his only son.
3. Bottles of French, Italian, and Thousand Island dressing sat in neat rows.
4. Do prefer red, yellow, green, or orange peppers in your salad?
5. Miles addressed the letters, stamped them, and put them in the box.
6. Breakfast includes a choice of bread and butter, toast and jam, or bagels and cream cheese.
7. The suspect hung his head and looked at his shoes, then sniffled a bit, and finally cleared this throat.
8. Food allergies can cause rashes, breathing difficulties, or upset stomach.
9. Prizes were awarded to first, second, third, and honourable mention.
10. The 78 Ford Mustangs, 86 Buick Skylarks, and 69 Pontiac Venturas were the best cars in the show.

Exercise 5: Commas in Compound Sentences

1. Everyone has heard of love at first sight, but he fell in love at first apple pie.
2. The train rolled out of the station, and we were off on our vacation.
3. John check the water level in the well and quickly discovered the problem.
4. This is a good book, but his last one was better.
5. Either John or Jill have the information that you need.
6. John has the information, and, if not, Jill will get it for you.
7. Paul is a good student, for he is always focused.
8. We are constantly upgrading our computers, yet we are always out-of-date.
9. We ate well over the holidays, and each of us gained three pounds in two days.
10. She told him to stop whining, or she would have to leave.

Exercise 6: Commas with Introductory Elements

1. Lately, he's been really hard to track down.
2. Due to the heavy fog, the plane from St. John's will be delayed.
3. Gently but firmly, she directed his attention to the problem.
4. Yes, I will definitely be there.
5. Before lunch, wash your hands thoroughly with soap and water.
6. Oh well, I'm sure he didn't mean it as an insult.
7. As a result, the committee will have to meet again next week.
8. Kenny, is it fair to judge her that way?
9. Wow, Jeff, you really can cook a terrific pot of chili!
10. After the last incident with the police chief, it would be better to be polite.
11. Because he was late, he missed the best part of the meeting.
12. Until you are absolutely sure, you shouldn't say anything at all.
13. If I were you, I would get that assignment done early.
14. First, tell me about yourself.
15. As soon as the order is ready, send it to me by registered mail.

Exercise 7: Commas with Restrictive and Non-restrictive Phrases and Clauses

1. For your canoe trip, you need bags that are waterproof.
2. For hiking, you need sturdy boots, which are expensive.
3. Our Field Berry Jam, which is made with wild raspberries, costs \$4.99 a bottle.
4. Everyone who reads the book will be shocked.
5. Marlene, in a fit of laughter, shook pepper and salt on her eggs.
6. Children who come to school without breakfast have difficulty learning.
7. Children, who are usually easy to handle, are my chief concern in this job.
8. The job, believe it or not, is really quite interesting.

9. Students who plan to write their GED need good writing skills.
10. We planned the workshops for Sundays, which are usually quiet days.

Exercise 8: Commas with Adjectives

1. I like cold, clear winter nights.
2. The sun, orange and hazy, rose behind a wooded ridge.
3. She wore a light, yellow dress topped with a soft, velvety hat. (*the dress was light-weight*)
4. Albert was a grumpy old man at the age of twenty-two.
5. She makes the richest, chocolate cheesecake. (*When a comma is used “richest” refers to the cheesecake. Without a comma, it describes the chocolate.*)
6. The real estate agent advertised the house as a peaceful, country home.
7. The garden, beautiful and neat, stretched back to the river.
8. He positioned a heavy, straight chair near the window.
9. It was a pretty small bonus for so much extra work.
10. Witches are supposed to have sharp, pointy noses and crooked, boney fingers.

Exercise 9: Semicolons

1. Mark my words; you will be surprised.
2. His hands were clean; his conscience was not.
3. His attitude improved; moreover, he began to see success
4. Your ideas are great; in other words, we’ll use them right away.
5. He knows too much; his days are numbered.
6. The days were hot, dry, and scorching; but after the middle of August, it got cooler.
7. Her flight made stops in Toronto, Ontario; Chicago, Illinois; and Boise Idaho.
8. The meetings were scheduled for Tuesday, November 16; Tuesday, December 9; and Friday, January 21.
9. He watched; he waited; he acted appropriately. (*Commas would also be correct, depending on the desired effect.*)
10. Sit down and drink your milk; the calcium is important for good healthy bones.

Exercise 10: Colons and Apostrophes

1. The YMCA’s morning session offers three programs: swimming, badminton, and archery.
2. We’d welcomed Charles’ suggestions: our group’s creativity had run dry.
3. Her letters of complaint began with “Dear Mr. Know-it-all:” and ended with a vulgar threat.

4. It's good to be at the airport at 6:15 for a 7 o'clock flight.
5. Before you come, can you pick up popcorn, pop, chips, and dip at Coleman's?
6. These vitamins contain high levels of vitamin A, vitamin C, and niacin.
7. The lady's best qualities are these: grace, courtesy, warmth, and honesty.
8. Ellen was smart in one way: she always listened to her bosses' instructions.
9. Can't you stop making excuses for Bess's failures and her husband's abuse.
10. They bought many: red, blue, yellow, pink, green.

Exercise 11: Quotation Marks

1. "Answer these questions truthfully," said the lawyer.
2. Her client replied, "I am always truthful."
3. "You may be innocent," sighed her lawyer, "but you are holding something back."
4. Her voice shook, but she added, "Are you kidding?"
5. "Sir," added William, "I beg you to forgive my lack of enthusiasm, but Simon said *that* we cannot afford this project."
6. The report says that most residents aren't in favour of the landfill.
7. He ran to the window and shouted, "Police!"
8. Her latest article "The History of Charlotte County" ends with this quote: "Our community has grown larger, but independence is still our watchword."
9. Her natural insecticides are a "witches brew" of roots, leaves, and berries.
10. "Send in the Clowns" was written in the 1970s.

Exercise 12: Commas

Supply the missing commas.

1. Be sure to get bread, butter, peanut butter, and jam.
2. I want you to clean the windows, dust the furniture, wash the dishes, and do the laundry.
3. Americans and Canadians share the same language and food preferences.
4. I'm not speaking to her, so you will have to tell her.
5. When the moon is full, police often report higher criminal activities.
6. She bit into a jalepeno pepper and started to cry because it was really hot.
7. Carol, listen to me, or you will be sorry.
8. The rescuers combed the woods, the riverbank, and the fields.
9. First, answer the door because it's likely Will, the electrician.
10. Frightened by his odd behaviour, she locked the door and called the police.
11. The cheetah is by far, the fastest cat.

12. You do know the capital of Canada, don't you?
13. Paul searched high and low for the perfect gift for Sue and her mother.
14. In addition to your next of kin, who will benefit from your will?
15. Unless you learn the comma rules, your writing will be hard to read.

Exercise 13: Commas

Insert commas where necessary.

1. Caffeine, which is present in coffee, tea, and chocolate, is a stimulant.
2. My only brother, who lives in Calgary, wrote and published a novel.
3. While he was playing, the horn sounded.
4. That ball team, in case you haven't noticed, hasn't won a game in weeks.
5. He gave us three reasons, none of which we liked.
6. Susan, my boss, works in the next office.
Susan, my boss works in the next office
(Depending on the meaning, either is correct)
7. I am discouraged, yet I can't stop searching.
8. They skated for hours on the outdoor rink and then came in for coffee.
9. We invited the man who has just moved in next door.
10. We spoke to Mark Hemmings' father, who has just returned from Spain.
11. He wasn't dishonest, just stupid.
12. Clara smiled sweetly, which was unusual for her.
13. On Friday, morning services will be held in the chapel.
On Friday morning, services will be held in the chapel.
14. Everyone knows that July 1, 1867, was a memorable day for Canada
15. Students who cheat hurt only themselves.
16. The college, which admits anyone over 25, has a good reputation.
17. We will instead, offer even better sales.
18. Uncle Phil, a farmer, raises cattle near Rose Hill, Manitoba.
19. Will you speak at the meeting, or won't you?
20. A strong, flexible language will survive without government legislation.

Exercise 14: Colons, Semicolons, Quotation Marks

1. He published a short article "The Birds of Summer" and earned \$50.
2. "Watch out," shouted the lifeguard!
3. "Do it again, Mommy," shouted Lily. "I love it."
4. Did she really write, "I am not coming home"?
5. We will win the game; we will go to the championship!
6. Her work was good; however, her attitude needed improvement

7. Carol wrote, "Dear Sir" at the top of the paper, and then she stopped.
8. "Oh darn," said Pooh as he licked his paw. " This honey is starting to spoil."
9. The guest brought lots of food: hot dogs, bagels, chocolate milk, and pop.
10. We'll grant the loan: moreover, we'll arrange for an inspection.
11. Her sister-in-law recreated a Civil War battle on the front lawn.
12. Please replace all the sheets that are stained torn or worn out.
13. My cousin Jim is a technician for Air Canada.
14. His parents paid the bill in cash: nickels, dimes, quarters, and pennies.
15. The club included Bill, a lawyer; Angela, a doctor; Mel, a violinist; and Paula, a housewife.

Exercise 15: All Punctuation Marks

Punctuate the following sentences correctly, using all the punctuation marks you have studied.

1. Were Tony, Lisa, and Cathy there also?
2. No, I don't want to stay home unless we rent a movie.
3. Garth's grandfather was born December 16, 1902, in Belfast, Ireland.
4. "It's wonderful," said John, "to see you again so soon."
5. The baby's name is John Theodore Weston II, but we call him J. T.
6. Jack, would you drop off these library books on your way to work. or (?)
7. I wrote a letter to Mr. Hall to ask if there were any job openings.
8. Send your reply to Angus McAllister, 123 Scottsdale Drive, St. Stephen, NB.
(*The correct postal abbreviation is now NB, not N.B.*)
9. Wow! What a scorcher!
10. Peggy does pen and ink drawings, oil paintings, and charcoal sketches.
11. First, she rearranged the furniture--not ten minutes after she arrived.
12. He owns a blue wool jacket but prefers to wear a soft brown leather vest.
13. Toward the end of the day, it is difficult to concentrate on work.
14. "Don't go near that hot wire," the fire fighter shouted.
15. The contest winners are as follows: Marty Peterson, Shawna Feeney, Helen Marks, and Francoise Leblanc

Exercise 16: All Punctuation Marks

Insert all punctuation marks required.

1. Luke signed his contract on March 26, 1996, although he had been hired a week earlier.
2. After he cuts all the hay. he'll start the tractor, and we'll haul it to the barn.
3. The supplies that you will need for this course are pens, pencils, white-out,

- metal rulers, dictionaries, and loose leaf paper.
4. Send this invoice to 123 Centre St., Mainville, New Brunswick, but don't include that letter
 5. Before leaving the building, you should do the following: close the windows, turn off the computer, tidy your desk, and activate the answering machine
 6. Do you know if she is eligible and, if she is eligible, can she start the job tomorrow?
 7. His boss Jackson Short has written a new book called Into the Wasteland.
 8. Thunder struck the house; the fire started immediately.
 9. Yes, I'll go to the conference, but I will not take Janice's project with me.
 10. When they read the minutes of the meeting, they realized that John Smith, the director; Freida Hucks, the treasurer; Allan Jardin, the secretary; and the salesmen had all attended.
 12. Laughingly, he suggested, "I have never seen so much dirt! Why don't you sell it by the bushel?"
 13. "I am going," Martin said, "to ask you a difficult question, but you don't have to answer it."
 14. Wow, my heart was in my throat.
 15. My only brother, who lives in Winnipeg, is coming to visit.
 16. They awarded two prizes: one for bravery and one for excellence.
 17. My landlord said that he would fix it or he would buy a new one.
 18. Barb was the only blonde, blue-eyed child in the class; more than one half of the rest had brown hair and brown eyes.
 19. Our work is finished here unless something unforeseen happens.
 20. I lost my wallet. but I didn't worry because there was nothing important in it.

Exercise 17: All Punctuation Marks

1. The whole town is upset; it seems the bank was robbed yesterday.
2. He claims that a rusty, battered, old space craft landed in his yard.
3. The reporter unkindly and coldly asked him, "What were you thinking?"
4. Betty Ann, Martha, Phil, and Jim brought everything: corn, a pot, butter, and salt.
5. Is anyone contented--contented with life, with love, or with home?
6. Vanessa hates writing; her essays show it
7. Shrieking with fear, the children leaped from wrecked bus, just before it sank.
8. We checked the prices: bus costs, \$52; train costs, \$79; plane costs, \$189.
9. "Education is essential," said Mrs. Asa, the president's wife, "for everyone here."

10. I can believe her, but for most of the last year, she has lied from time to time.

Exercise 18

Rewrite the **words** in the following sentences which require capitalization, or are incorrectly capitalized, correcting capitalization errors.

Example: My uncle came to visit last sunday on my Birthday.

correct: Sunday, birthday.

1. Our Family Doctor, phillip robichaud, went to High School with my sister.
family doctor, Phillip Robichaud, high school
2. Have you studied for your science and english exams?
English
3. Odette gave her Niece a subscription to *seventeen*, a teen magazine, for christmas.
niece, Seventeen, Christmas
4. Katrina's Mother is dutch, and her Father's family is originally from poland.
Dutch, Poland
5. We visited calgary, alberta, last summer on our Vacation.
Calgary, Alberta, vacation
6. Do you remember the name of the Television show that starred penny marshall?
television, Penny Marshall
7. We have french, italian, Oil and Vinegar, and Thousand Islands Salad Dressings.
French, Italian, oil and vinegar, salad dressings
8. Margaret shook hands with the prime minister when he visited!
Prime Minister
9. Is mother upstairs, or did she go to pick up dad?
Mother, Dad
10. Paul and Jim saw billie jean king play tennis.
Billie Jean King
11. We are camping at kouchibouguac national park this summer.
Kouchibouguac National Park
12. The law office is on third street, across from burger king.
Third Street, Burger King
13. They were married on valentine's day, five years ago.
Valentine's Day
14. Have you seen the movie *the firm*, or have you read the book?
The Firm

15. "hello," said Bob. "are mom and dad here?"
Hello, Mom, Dad

Exercise 19

Correct the capitalization in these sentences

1. why on Earth did you buy ford truck?
Why, earth, Ford
2. George never finished High School, but he speaks spanish and italian well.
high school, Spanish, Italian
3. I like Math and Science but I have to work hard at english.
math, science, English
4. The united empire loyalists came to the maritime Provinces long ago.
United Empire Loyalists, Maritime
5. John Smith, a welder, later changed his name and became a Movie Star.
movie star
6. The Fredericton city council sent a proposal for funding to the Province.
City Council, province
7. Jack and professor Campbell said the arrow head came from the bronze age.
Professor, Bronze Age
8. do you know if his Ball Team, the reds, have arrived yet?
Do, ball team, The Reds
9. Primitive desert tribes have many Gods.
gods
10. Jan and her Family used to live in the maritimes before they moved to the west.
family, Maritimes, West

IAUENG PRE-TEST

A. Answers may vary.

1. I decided to travel across Canada--all the way to the west coast--last summer. I was doing some photography, a highly profitable way to see the country. It would also give me an insight into the Canadian people, I thought.
2. My route would take me through the Appalachian Mountains to Edmunston, New Brunswick, the capital of the Madawaska Republic. From there, I planned to travel to Quebec City where I would meet Aunt Aarah and my cousin Jill.
3. Together, we would visit all the major cities: Toronto, Ontario; Winnipeg, Manitoba; Regina, Saskatchewan; Calgary, Alberta; and Vancouver, British Columbia.
4. It was July 1, 1997. I'd mapped out my route, (;) the car was packed, (;) and I was ready to go, but my battery was dead. I took a picture of the handsome, blond repairman who install a new one.
5. my car which is a 1988 Mustang has become a trusted comfortable travelling companion, so I didn't expect any adventures. Wow, was I wrong!
6. On July 2, the wipers stopped in the middle of a heavy, driving rain. I got a good picture of the repair job, which cost me \$75.00.
7. Just two days later, we heard a loud pop (one that would cost me \$225) on the MacDonald Cartier Freeway in Toronto. Happy Al, the tow truck driver, who changed my tire at 1:30 a.m., made a great shot!
8. Northern Ontario, Lake Superior, and Thunder Bay make great sight seeing. We drove through tiny villages, along empty highways, and between huge fields of wheat for days. There, a friendly, laughing farmer filled my overheated radiator, so I took several pictures of him too.
8. "Nothing more could go wrong, could it?" I said to my aunt. "She replied, "Don't say things like that! "You're tempting fate." She was right. Before we got to Calgary, I had to buy a new headlight, and you can be sure, of course, that I got great pictures of the store where I bought it.
9. In Vancouver, someone stole my car, which was parked in a fenced security lot. The police officer didn't mind having his picture taken. When I tried to take a picture of Whistler Mountain, I found that I had no more film and couldn't buy any more because I had spent all my money on a plane ticket home.
10. What did I learn about Canadians from my cross country trip? They are all friendly, helpful people who love having their pictures taken.

B. Answers may vary.

FEEDBACK PROCESS

For feedback, please forward your comments to:

New Brunswick Community College - Woodstock
100 Broadway Street
Woodstock, NB
E7M 5C5
Attention: Kay Curtis
Tel.: 506-325-4866 Fax.: 506-328-8426

- * In case of errors due to typing, spelling, punctuation or any proofreading errors, please use the enclosed page to make the proposed correction using red ink and send it to us.

- * For feedback regarding the following items, please use the form below:
 - insufficient explanations;
 - insufficient examples;
 - ambiguity or wordiness of text;
 - relevancy of the provided examples;
 - others...

Page number	Nature of the problem	Proposed solution (include your text if possible)

FEEDBACK PROCESS

Page number	Nature of the problem	Proposed solution (include your text if possible)
Comments:		