

Name _____
WORKBOOK PAGE 266
Date _____

PUNCTUATION
Periods

Directions: Insert needed periods.

1. It's raining today.
2. Please give me your paper.
3. Miss R. E. Talley has arrived.
4. I. Birds
 - A. Types
 - B. CareII. Alligators
 - A. Types
 - B. Dangers
5. The address is 354 W. Andrew Lane.
6. Is your tour scheduled for Sept. or Nov.?
7. The Bering Str. is located west of Alaska.
8. Do you want to leave Sun. or Mon. for L. A. , Calif.?
9. Was the Stone Age B. C. or A. D.?
10. At 6 o'clock P. M., Capt. John Yust arrived on the U. S. S. Independence.
11. Dr. Angelic Stomb spoke at an A. M. A. meeting in N. Y. last May.
12. The Rocky Mts. are west of the Miss. Riv.
13. During the War of 1812, neither Brit. nor Am. won.
14. On Fri., Oct. 23, Prof. Flang will meet with you.
15. The A. I. Ritter Co. has moved to 2435 N. Orange Dr., Phx., Arizona.

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PUNCTUATION
Periods

Directions: Insert needed periods.

1. Our friend will take us down the Hudson Riv. and around N. Y. Harbor on his new boat.
2. On Thurs., Mar. 5, the members of the Y. M. C. A. are invited to a picnic at 9 A. M.
3. We live at 6777 S. Madison Ave., St. Louis, Mo., during the summer.
4. I. Furniture
 - A. Antique
 1. Periods
 2. Types
 - B. Modern
 1. Periods
 2. Types
5. The Alps Mts. are mountains in Eur. that run from France through Switz.
6. Lieut. Martha Woods wants to move to Brattleboro, Vt., in a few years.
7. Go west on McGrew Blvd. until you come to the International Bldg. on the corner of McGrew and N. 51st Ave. in St. Paul.
8. Dr. and Mrs. T. L. Lewis will visit Den. and Czech. in the spring.
9. He was approx. fifty-six years old on Fri., Apr. 11, 1990.

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PUNCTUATION

Apostrophes

Directions: Insert needed apostrophes.

1. Didn't you want this magazine?
2. Our swimmers' club meets every Thursday.
3. Those ten cows' watering trough doesn't have enough compartments.
4. They'll see you in San Diego.
5. The two boys' bedroom was a mess.
6. Your 3's look like 8's.
7. Billy's hair is very unmanageable.
8. Couldn't he open the jar?
9. I like Tom and Alice's stories.
10. Some of your and's should be replaced with but's.
11. The street isn't paved yet.
12. One boy's answers were written in ink.
13. You have forgotten to cross your t's.
14. Mr. Greenley shouldn't have spoken so crossly to Susan's brother.
15. Their teachers' lounge was enlarged last summer.

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PUNCTUATION
Apostrophes

Directions: Insert needed apostrophes.

1. Won't you graduate in '96?
2. Glenda's dog can't walk well.
3. Our ladies' meeting wasn't scheduled until Monday.
4. You have too many but's in the last paragraph.
5. Our mice's tails have strange kinks in them.
6. Don't you think there are many good points in Larry's essays?
7. Hasn't the school's debating team returned?
8. Those 5's aren't in the correct column, Joe.
9. James's car isn't a new one, but it's in nice shape.
10. We'd be happier if we found Mother's keys.
11. You'll want to insert synonyms for all the small's in this story.
12. The children's playgrounds haven't been cleaned in that area.
13. The lawyers' association held its annual meeting last week.
14. I haven't seen too many my's in anyone's writing.
15. An article about our city's freeway system appeared in today's newspaper.

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PUNCTUATION
Commas

Directions: Insert needed commas.

1. In Rome, Italy, there are many beautiful fountains.
2. His entire outlook, it seemed, had changed.
3. Miss Ish, my kitten, has gone to sleep. **or** Miss Ish, my kitten has gone to sleep.
4. Will you help me, Kristin?
5. Yes, we will take Route 91 to the caverns.
6. Dear Matilda,
I am still your friend.
Love,
Holly
7. Blue shimmering lights reflected on the lovely, calm lake.
8. During the night, owls sat in the barn.
9. Our address is 27 Haven Avenue, Boston, Massachusetts.
10. If you become a famous star, remember the folks back home.
11. They were both born on March 3, 1971.
12. Carl plans on going to Yellowstone, and I am going to Yosemite.
13. She said, "Mother, may I have some money?"
14. "I don't have any," replied Mother.
15. "With that in mind," she remarked, "I'll just stay home."
16. Sands, Mary appeared on the application.
17. David Smith, Ph.D., has written a new book.
18. The turkeys, ducks, and chickens have not been fed.
19. Houston, Texas, is one of the fastest growing cities in America.
20. I took a shower, brushed my teeth, and crawled into bed to read.

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PUNCTUATION
Commas

Directions: Insert needed commas.

1. When the medication was too strong, she broke out in hives.
2. Dear Mrs. Gunther,
I will see you on Friday, June 10, 1999.
Truly yours,
Fran Mills
3. The attendant screamed, "Get back!"
4. Large, neon letters flashed on the new sign.
5. On January 1, 1980, I was in Chicago, Illinois, on business.
6. Rhonda, will you paint that wall, put new tile in the bathroom, and wallpaper the entry?
7. The knee, bruised and bleeding, needed immediate attention.
8. Well, those oil derricks, in fact, have been operating since last summer.
9. Priscilla cooked pancakes, and everyone ate them.
10. Rose Trost, my grandmother, was married in Tulsa, Oklahoma, by a local minister.
11. The catcher, the third base person, and the pitcher are up to bat.
12. This player piano, for example, is damaged and old, but it's very valuable.
13. The following items are needed for the party: napkins, candles, and paper plates.
14. They had to work late, but they received a bonus for it.
15. "Put these clothes," the housekeeper said, "in your closet."
16. If you can't go, give me a call, Sarah.
17. Broken off at the base, the fountain no longer circulates water.

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PUNCTUATION
Commas

Directions: Insert needed commas.

1. Trisha, have you met Meryln Jones, my dance instructor?
2. We are still going, but we won't leave until tomorrow.
3. A stained, cotton shirt is soaking in a prewash solution.
4. The fashion artist has been at her new address of 2109 North 10th Street, Denver, Colorado, since August 23, 1982.
5. The fourth, fifth, and sixth graders will see a film today.
6. These canisters, for example, are sturdier than those.
7. No, my niece from Buffalo, New York, did not attend Harvard College.
8. I wasn't there on July 4, 1984, in the afternoon.
9. "The circus is coming to town," said the child.
10. When you finish with that letter, do you want to play chess?
11. James Russelman, D.D.S., has an office in Sacramento, California.
12. "Our major goal," the president of the company said, "is to expand."
13. On September 30, 1990, they went to Hawaii, Singapore, and New Zealand.
14. The expensive pants, however, fell apart after the first washing.
15. Her name appeared on the list as Martin, Cynthia Ann.
16. His cheeks, red and glowing, appeared very swollen.
17. Standing in a grocery line, the lady thumbed through several magazines.
18. After the long drought during the summer, rain fell steadily for four days.

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PUNCTUATION

Colons and Semicolons

Directions: Insert needed colons and semicolons.

1. Farah emptied the trash; Ander set the table.
2. It's now 5:30 P.M.
3. We need the following items: sugar, milk, and eggs.
4. Kannon will drive us to the airport; therefore, we will need to be ready by noon.
5. Dear Sir:

Please send me three copies of your magazine, Signs of the Times.

Sincerely yours,

Coby Stout

6. Rule A: Do not pick any flowers.
Rule B: Stay off the grass.
7. At 9:00 A.M. we ordered the following: 2 chairs, a table, and three lamps.
8. Fire Safety:
Rule A:
Rule B:
9. I want to go; please wait for me.
10. Gentlemen and Ladies of the Board:

I wish to address the problem of several ineffective computers. May I meet with you on Tuesday, July 4th, at 11:30 A.M.?

Best wishes,

Alicia J. Bevins

11. The game has gone into overtime; however, I think our team will win.
12. Things to do:
-Clean room
-Take out trash

Name _____

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PUNCTUATION

Question Marks

Exclamation Marks

Hyphens

Underlinings

Directions: Insert needed punctuation (question marks, exclamation marks, hyphens, and underlinings).

1. Wow! I won the first prize in archery!
2. Did you barbecue the chicken?
3. Three-fourths of the messages were unimportant.
4. We were given a three-pronged fork for the job.
5. Have you ever sailed on the ship, Princess?
6. The ex-chief of police had sailed on the Titanic.
7. Rats! I forgot to include my address on the envelope!
8. When I was twenty-one, I went aboard the Queen Mary.
9. The ex-marine worked for thirty years as a professional border patrol.
10. Have you seen the movie, Gone with the Wind, or read the book, Susannah?
11. He lives in a tri-level that includes seventy-four units.
12. The newspaper, The Penny Stock Journal, interests many people, especially business people.
13. Have you seen the movie, Fiddler on the Roof, or the television series, Alice?
14. The Axter family hasn't seen the play, Oklahoma, for several years.
15. *Did you know that Clark Jones was a self-educated man who, in fact, developed a new style of shoe?*

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PUNCTUATION
Quotation Marks

Directions: Insert needed quotation marks.

1. Barry said, "Hello. How are you?"
2. Our butler replied to the remark, "How dreadful for you."
3. "Who is studying for the exam?" asked Barbara.
4. Donna exclaimed, "I love snow!"
5. Has the baby sitter read "Little Red Riding Hood" to the children?
6. "Is this," asked Jean, "the comb that you want?"
7. "Yankee Doodle" was a popular song during the American Revolution.
8. Wilma exclaimed, "I can't believe that we are finally here!"
9. I love the poem, "Death of a Hired Man."
10. I rapidly read the assigned chapter, "Reconstruction," in my American history class, and then enjoyed the magazine article entitled "What Is Your IQ?" in a psychology periodical.
11. "Don't light the candle," he ordered, "or you will regret it."
12. "These records," Macy replied, "are current ones."
13. Have you ever read the funny story, "Thirteen"?
14. "Stay here," Kent replied, "and I'll go to get help."
15. Peg said that her cat was taken to a veterinarian.

Name _____

PUNCTUATION

WORKBOOK PAGE 284

Quotation Marks

Date _____

Directions: Insert needed quotation marks.

1. Sam asked, "Which way is it to the tropical gardens?"
2. Dad enjoys the newspaper article entitled "Food."
3. "Were you," asked the detective, "at the Hand's house on the night of the incident?"
4. Most people have read the nursery rhyme, "Jack and Jill."
5. Father shouted, "Come back! You forgot your luggage!"
6. The story, "Cat and the Underworld," is interesting.
7. "Who," the unhappy customer asked, "is in charge here?"
8. Did you enjoy the chapter entitled "Living Things"?
9. "Your picture is crooked," said Valerie.
10. "Down in the Valley" is an unusual melody.
11. The lost hikers screamed, "We're over here!"
12. One of Ralph Waldo Emerson's poems is entitled "We Thank Thee."
13. "Some of these," remarked Theda, "have already been eaten."
14. We clipped the magazine article, "Secrets of a Coupon Saver."
15. Tiffany asked, "Did you read the article about crime in today's newspaper?"

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PUNCTUATION
Underlining or Quotation Marks?

Directions: Use quotation marks or underlining as needed.

1. the short story, "Cat and the Underworld"
2. the poem, "Why Nobody Pets the Lion at the Zoo"
3. the movie, Raiders of the Lost Ark
4. the play, Annie
5. the chapter, "Living Things"
6. the book, Summer of the Monkeys
7. the television show, Price Is Right
8. the essay, "Land of Opportunity"
9. the ship, Queen Mary
10. the newspaper, Southern Post
11. the airplane, Regal Star
12. the magazine, Horses and Cowboys
13. the magazine article, "Sweet Revenge"
14. the newspaper article, "Dealing with Life"
15. the train, Orient Express
16. the nursery rhyme, "Humpty Dumpty"
17. the song, "How Great Thou Art"
18. the album, Pictures at Eleven
19. the painting, Mona Lisa
20. the book, Autobiography of My Mother

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PUNCTUATION
Underlining or Quotation Marks?

Directions: Use quotation marks or underlining as needed.

1. the magazine, Southwest Mining
2. the television show, Electric Company
3. the poem, "Dust"
4. the movie, Apple Dumpling Game
5. the newspaper, Gettysburg Times
6. the ship, U. S. S. Arizona
7. the newspaper article, "Women in the News"
8. the essay, "The Significance of Education"
9. the book, Cat Ate My Gym Suit
10. the song, "Jingle Bells"
11. the book, Rumble Fish
12. the airplane, Spruce Goose
13. the nursery rhyme, "Hickory Dickory Dock"
14. the magazine article, "Let's Go Roller Skating"
15. the play, Cat on a Hot Tin Roof
16. the chapter, "Your Body"
17. the painting, Sunday Best
18. the book, Crafty Bazaar Gifts
19. the poem, "I Knew You Once"
20. the short story, "Thirteen"

Name _____

PUNCTUATION _____

WORKBOOK PAGE 287

Date _____

Directions: Insert needed punctuation.

1. Do you enjoy reading magazines like Redbook or books like Blubber?
2. The U. S. S. Arizona sank Dec. 7, 1941, at eight o'clock in the morning; that was Japan's attack on Pearl Harbor, Hawaii.
3. 5638 E. Crenter Blvd.
Arlington, Virginia
Mar. 4, 20--

My dearest Aunt Joy,

Have you seen the play entitled Music Man? Wouldn't it be great to see that play, visit the Spruce Goose,* and fly to London, England, for a few weeks?

Love,
Netty

4. When you write minister in that sentence, capitalize the m.
5. I haven't any money, but I want to go to Martin Shoe Store's sale.
6. Grip Enterprises
4554 Libby St.
Amarillo, Texas

Dear Sir:

I'll be visiting your office on Monday, Sept. 9, and I hope you can spare a few minutes.

Sincerely yours,
R. H. Durango

7. Waiting for a bus, the young man read for a few minutes, stared at passing cars, and drifted off to sleep.

*name of an airplane

Name _____

PUNCTUATION

WORKBOOK PAGE 288

Date _____

Directions: Insert needed punctuation.

1. A large red truck just passed us, Sarah.
2. Dot your i in this word, and your paper will be perfect.
3. Serena likes to dance; most of us would rather sit and watch.
4. We passed a meadow, a brook, and a run-down mill.
5. Gretta Tarkin, her sister-in-law, can't visit Memphis, Tennessee, in June.
6. Although the children's library is five blocks away, we'll go there.
7. Niki asked, "Where is the Grand Canyon?"
8. "Have you seen," asked the sales lady, "our new line of carpeting?"
9. I've always wanted to read the book entitled Megatrends and to see Shakespeare's play, Romeo and Juliet.
10. Dear Alona,

You're the best friend in the world; we get along well.

Your friend,
Jemima
11. Her eyes, red and swollen, looked somewhat blodshot.
12. The article entitled "Speaker for the House" in the magazine, Good Ideas, was interesting.
13. The giraffes, lions, tigers, and gorillas were the most interesting.
14. I read a novel, and Eli sang the song entitled "Bicycle Built for Two."
15. "May I," asked Mr. Luna, the real estate agent, "help you sell your home?"

Name _____

PUNCTUATION

WORKBOOK PAGE 289

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Directions: Insert needed punctuation.

1. Because the door was locked, we couldn't enter Paul's home.
2. Marie said, "Grandma, you're so nice to me."
3. It was a bright, striped scarf that was given to A. J. Snead, the retiring librarian.
4. Our girls' locker room isn't on this floor.
5. We're going tomorrow, and you will come next week.
6. Your t's need to be crossed; otherwise, everything in the essay is correct, Heidi.
7. "Our plumber, Tracy Smith, works long, hard hours," said Jeanette.
8. Derrick isn't my brother; my brother's name is Ralph.
9. No, Janet, the post office address is not 46 Barrow Lane, Cheyenne, Wyoming.
10. There were three selected for the team: Janice, Sam, and Andy.
11. "It seems," said the man quietly, "that you have made a mistake."
12. Her up-to-date ideas earned her a job with Targon Co., St. Louis, Mo.
13. One-fourth of the animals hadn't been given the vaccine prepared by Dr. Sturks, our local veterinarian.
14. The completion date will be August 24, 2057, at 5:00 P. M.
15. You're, without a doubt, one of our group's best swimmers, Ruth.

Name _____
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PUNCTUATION

Directions: Insert needed punctuation.

1. The R. E. Polk Co. opened a new office at 17842 N. Andrews Ave., Greensburg, Pa.
2. One-third of Daryl's class had visited Seattle, Washington, at some time.
3. On Tuesday, Feb. 7, 1904, my father was born in Prescott, Arizona.
4. Mary, have you seen this child's purple sweater?
5. Wow! Our team, in fact, scored thirty-nine points!
6. Yes, we are going aboard the Queen Mary* on Friday, Oct.6th.
7. Mr. and Mrs. Hahn, please send me the following: three pencils, six rulers, and a box of crayons.
8. Joan asked, "Who's that?"
9.

322 Deflin St.
Birmingham, Alabama
Mar. 4, 1957

Dear Dorothy,

I'm enclosing twenty-one pictures of my family's vacation.

Love,
Sandy

10. "This day," said Gloria, "is the greatest."
11. No, there aren't too many also's in your first paragraph.
12. Gentlemen:
The first board meeting was held June 2, 1993, at 2:00 P. M. in Chicago, Illinois.

Respectfully submitted,
Wayne P. Coles