



## Your Turn: Post-Assessment

Complete the following exercises to help you assess and improve your punctuation skills:

Incorrect or Incomplete	Correct and Complete
NLP (Neuro-Linguistic Programming)	Neuro-Linguistic Programming (NLP)
Dear Susan,	Dear Susan
Finalize	Finalise
4:35 p.m.	16:35
60kms	60km
U.K.	UK
Eg.	e.g.
12/06/2010	12 June 2010
Global tax symposium	Global Tax Symposium
Global Real Estate industry	global real estate industry
Fifteen	15
8%-10%	8% to 10%
R 3,000,000.00	ZAR3m
10's	10s
The assignment was due on Tuesday; but he didn't finish it until today.	The assignment was due on Tuesday, but he didn't finish it until today. The assignment was due on Tuesday; he didn't finish it until today.
In SA driver's stay to the left.	In South Africa, drivers stay to the left.
Did I hear you say: "I love my job?"	Did I hear you say, "I love my job"?
Once again I had produced a perfect report.	Once again, I had produced a perfect report.
John___ and Samantha___ new business (joint possession)	John and Samantha's new business.
The clients___ new venture	The clients' new venture.
One week___ vacation.	One week's vacation.
There are certain NGO___ who have received three A___ in their ratings. You can call to confirm. James___ phone number has four 2___.	There are certain NGOs who have received three A's in their ratings. You can call to confirm. James' phone number has four 2s.
In june, at the end of the autumn, the sixteenth is an appropriate celebration of south african freedom.	In June, the 16th is an appropriate celebration of Youth Day.
Please bring a pen, paper, and highlighter.	Please bring a pen, paper and highlighter.