

PUNCTUATION EXERCISES **ANSWERS**

OBJECTIVES: 1) Practice using basic punctuation
2) Learn how to use the QA Handbook as a reference guide

DIRECTIONS: Follow the directions for each of the categories below. Use Track Changes or another clear method of indicating inserted and deleted punctuation marks.

Semicolons: Cross out each unnecessary semicolon in the following paragraphs; if necessary, replace misused semicolon with proper punctuation mark.

As a result of its depiction in horror films and novels, the vampire has a decidedly unsavory reputation as a parasitic creature that attacks human beings and sucks their blood. The truth is, unfortunately, it does feed on the blood of animals. While its connection with a certain night-stalking human in a black cape is purely fictional, it does indeed thrive on a nightly meal of blood.

The preferred meal of the vampire bat is the blood of domestic animals such as; cows, pigs, horses, and sometimes turkeys and chickens. However, it has also been known to feed on sleeping humans. With its long, sharp incisor teeth, it slashes open the skin of its prey; then, with a specially adapted tongue, it laps up the blood that flows from the wound. The bat has chemicals in its saliva that prevent blood from clotting while the bat feeds.

Colons: At each ^ mark, decide whether the sentence requires a colon. If it does, insert a colon and highlight it in yellow.

The Hermitage in Saint Petersburg, Russia, is one of the world's foremost museums of art. It contains ^ the art of many civilizations and artists. Among the masters represented are ^ Rembrandt, Leonardo da Vinci, Raphael, and El Greco. It also has a large collection of works from more modern painters such as Paul Cezanne, Pablo Picasso, and Claude Monet. Numerous countries are represented, including ^ Spain,

France, Italy, and the Netherlands. In addition to paintings, the museum had collections in other art forms: ^ tapestries, coins, silver, furniture, and armor.

Apostrophe: Add apostrophes to the underlined words wherever required by convention.

1. One place that tourists to England often visit is Britain's Westminster Abbey.
2. The abbey's actual name is London's Collegiate Church of Saint Peter in Westminster.
3. It's the place where England's kings and queens are crowned.
4. Royalty are also married there, and noted poets Geoffrey Chaucer and Robert Browning are buried in Poet's Corner. [\(unless this refers to more than one poet\)](#)
5. The church was originally a Norman church, but Henry III demolished it in 1245 and began a new structure that would take centuries to complete.
6. The transepts and part of the nave were finished in only three years' time, but the remainder took many more years to complete.
7. The western towers were Christopher Wren's and Nicholas Hawksmoor's contributions.
8. These noted architects are responsible for some of its fame as a historic monument.

Hyphens: Insert hyphens (and **highlight**) wherever they are needed at the ^ marks.

1. The African elephant is well^known for its size.
2. A male elephant might weigh five and one^half to six tons, and a female might weigh up to four tons.
3. Both male and female elephants might grow to a ten^foot height.
4. The non^African elephants of south^central^Asia are somewhat smaller.
5. The fourteen^ or fifteen ^-year^-old elephant has reached sexual maturity.
6. The elephant lifespan is about sixty^five or seventy years.
7. A newborn elephant calf weighs two^to three^hundred pounds.
8. It stands about thirty^three^ inches high.

Commas: Add commas to the following sentences between main clauses that are joined by coordinating conjunctions or to set off introductory elements.

Most people have more knowledge than they are aware of when it comes to predicting the weather, and meteorologists don't seem to mind having the layperson dabble in forecasting. In fact, they often help. One indication of weather is wind speed, but most of us are not any more scientific about it than knowing that the day is windy or very windy. However, meteorologists define wind by its effect.

Directions: Add commas to the following sentences where necessary.

1. Mathew Henry said, "None so blind as those who will not see."
2. The rose, green and gold corals were like dazzling underwater flowers.
3. January 7, 1997, is the date when the 105th Congress convened.
4. Such small prey, which are quickly snapped up, are swallowed whole.
5. Alligators, once widely hunted for their skin, came close to extinction.
6. To conclude, we believe that women should be afforded equal opportunities as men.

Directions: Cross out all the misused commas in the following paragraph.

An important source of water, is underground aquifers. These are deep, and sometimes huge layers of water, that are trapped between layers of rock. The water is contained in porous rock, or in sediment. Deep wells are drilled through the top layers of impervious rock, and produce a flow of water. The wells are sometimes called, -artesian wells. **NOTE: All the commas were incorrect.**