

Self-Assessment Test

Comma rules:

I am starting a new job and I am excited about it.

I am starting a new job and very excited about it.

Answer: You need a comma before “and” in the first sentence and not the second because the first sentence has two independent clauses (complete sentences that are connected) whereas the second sentence has a complete and an incomplete sentence connected.

Hyphens:

This is a high importance job.

This job is of high importance.

Answer:

The first sentence should have a hyphen because we are using a “Compound Modifier” which is another way to explain that we are connecting words to function as one word. So the first sentence is “This is a high-importance job.”

Colon:

Here are your tasks: writing, editing, and other communication.

Here are your tasks: Writing, editing, and other communication.

Your tasks are: writing, editing, and other communication.

Answer: You don’t need to capitalize the first word after the colon unless that word is a title of something. Also, colons are appropriate in the first two examples, but the third does not need a colon and can be:

Your tasks are writing, editing, and other communication.

There is more on this in the lecture about colons.

Sentences:

Creativity is not just for artists, anyone can boost their creative thinking through writing, drawing, and different design thinking perspectives.

Writing great.

Answer 1:

“Creativity is not just for artists.” is a complete sentence. So it should be closed with a period and the next sentence should start after that. The example is a runon sentence. There are a few ways to fix this. Here are some options:

- 1) Creativity is not just for artists. Anyone can boost their creative thinking through writing, drawing, and different design thinking perspectives.
- 2) Creativity is not just for artists because anyone can boost their creative thinking through writing, drawing, and different design thinking perspectives.

Answer 2:

The second sentence is not a sentence. It's a fragment of a sentence because it doesn't have a verb and it doesn't form a complete thought. Even though writing is a verb, here it is used as a noun - the general writing, not the act of writing. It's also unclear if the writer's intention was to say “I am writing great” or “writing is great.” So the main problem is that this sentence is a sentence fragment and not a full sentence.

We will cover this in much more detail in coming lectures.

Quotes

The boss will tell me that “I am a good employee,” and that I am doing great.

Answer:

Since it's a paraphrase of what the boss will say, we don't need quotes.