Style Matters Workshop: EXE 3 (Punctuation)

Working in pairs, **rationalize the use of punctuation** in the following **correctly-punctuated** sentences

Using the **Punctuation Guide under** Wk 2, identify which **rules of punctuation** have determined the use of **commas, colons**, and **semi-colons** for each sentence. **Jot down the # of the punctuation rule** alongside each piece of punctuation as appropriate, **using** PDF's bubble **comment option**. You'll be asked to do this same type of activity on the Mid-term Quiz due next week—except working solo!

In short: ***discuss punctuation!***

1. Mathematics is a systematic, partly conscious technique that we have invented to exploit our highly evolved mind's eye for pattern, so it is only reasonable to expect a strong link between mathematics and aesthetics. (Ian Stewart)

2. Technical writing is about getting people to do something: buy a product or service, take a certain course of action, embrace a set of ideas. (Arnold Keller)

3. The object of a proposal is to convince real people to give you resources, and this requires that your proposal must not only be compelling on its own terms but better than its competitors. (Arnold Keller)

4. Without doubt, digital image processing lends itself to abuse and misuse; the relative ease, availability, and effectiveness of hardware and software, combined with the inherent credibility of photographic images, provide a powerful tool for misrepresenting reality. (Leo Finkelstein)

5. Technical writers must not lie with statistics: those writers who manipulate data or graphical representations; who use inappropriate, improper, or distorted statistical tests; or who employ loaded, potentially biased statistical samples are unethical. (Leo Finkelstein)

6. White space is all of the space *not* filled by text: it divides printed areas into small, digestible chunks; it separates paragraphs on a page, showing where one point ends and the next begins; it separates sections in a document, dividing headings and visuals from text; and it enhances a document's overall appearance, providing clarity and emphasis. (William Sanford Peiffer)

7. Informative headings are a key method in long documents for preparing readers about what's to come, providing a brief "preview" of what lies ahead, but to be effective, headings should go beyond merely saying "Introduction"; they should present more helpful, descriptive statements like "Creating a Customer-Service Website." (Arnie Keller)

8. Approach design decisions from the top down: consider the overall look of each page; the shape of each paragraph; the size, type, and style of individual letters and words; and, last but not least, the use of white space to make for a reader-friendly, attractive document. (John M. Lannon)

9. Learning to design car engines that are as efficient as possible is a demanding and time-consuming process, but the end results are worth it.

10. When giving presentations, if you want to make a point, give it a little oomph; punch it with a wave, a pause, a turn of your voice, a tap on the table. (David W. Rigby

Complete the following exercise. Feel free to discuss with your partner. You'll have a similar exercise on next week's Mid-term Quiz (albeit working solo!)

Add commas, colons, and semi-colons as needed to the following UNPUNCTUATED statements to create grammatically correct, complete sentences. Align each piece of punctuation with the rules on my Punctuation Guide. If none of the rules apply, then get rid of the punctuation!

1. Serious problems require a serious tool written reports. (Edward Tufte)

2. In this article I conclude that for engineers the ethical burden is just that a weight from which we can never fully be relieved try as we might. (Paul Dombrowski)

3. Ethics is problematic it is not a fixed set of rules but an ongoing human activity that must continually be thrashed out for particular circumstances and people. (Paul Dombrowski)

4. According to the conventional wisdom engineers eschew reading writing and speaking but surveys have shown that these activities are not easily avoided in the practice of the profession. (Henry Petroski)

5. The preparation of reports like that of estimates is one of the most important and responsible classes of work that an engineer is called upon to perform. (John Waddell)

Next, identify whether the following sentences are correctly punctuated (Y) or not (N). Circle any punctuation errors and correct them. This is NOT an activity that will appear on the Quiz, but it's good practice for getting to grips with punctuation!

6. From the beginning we realized we had two problems, we had to identify and overcome the technological barriers to using the Web, and we had to address barriers to understanding. (Chuck Leturneau)

7. Digital technology, in theory, has the ability to emancipate individuals from tedious minutiae we no longer need to memorize vast amounts of quotidian information. Because a digital version is always retrievable. (John Lorinc)

8. By using PowerPoint to report technical work; presenters quickly damage their credibility. (Edward Tufte)

9. For nearly all scientific and engineering communication, instead of PowerPoint, the reporting software should be a word processing program capable of capturing, publishing, and editing text, tables, data, graphics, images, and scientific notation. (Edward Tufte)

10. Since 1946, when Orwell published his essay, "Politics and the English Language," there have been profound changes in the way human beings speak write and use knowledge. (B. Fawcett)

The Answer Key to the above exercises will be posted in the Exercise Folder, so you can self-review your work to see how you performed