

EXE 3 Punctuation ANSWER KEY (SECTION 1)

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

Using the **Punctuation Guide**, 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.
Follow the example provided in sentence 1, below.

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)
C1
C3
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)
C1
Col → introductory
C1
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)
C3
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)
C2
SC1
C1
C1
C2
C2

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)

SC2 C1 C1 SC2 C1

col → introductory

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)

C2 C1 SC2 SC2 SC2 C1

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)

C3 C2 SC1 C1 C2

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)

SC2 C1 C1 SC2 SC2 C2 C2

9. Designing codes that are as efficient as possible is a demanding and time-consuming process, but the end results are worth it; you don't want redundancy in your code, just as you wouldn't want redundancy in the words you read on the page. (L. Speligman)

SC1 C2 C3

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)

C1 C1 SC1 C1