

A P P E N D I X A

Punctuation

Commas

Commas function in four ways:

1. as *introducers*,
2. as *coordinators* in compound sentences,
3. as *inserters*, and
4. as *linkers*.

Let's start by analyzing how commas relate to the main (or independent) clauses of a sentence. Notice below how the additional words, phrases, or clauses modify the main clause.

Introducer:

_____, MAIN CLAUSE
Recently, the legislature banned smoking in public places.

Coordinator:

MAIN CLAUSE, (COORDINATING)
CONJUNCTION MAIN CLAUSE
Many people opposed the new law, but it finally passed.

Our thanks to Anne Katz of ARC Associates, Oakland, California for permission to adapt her presentation of comma rules.

Insertter:

MAIN	CLAUSE
Smallpox,	once a widespread disease,
	is under control.

Linker:

1. MAIN CLAUSE, _____
The word *color* is spelled *colour* in British English, for example.
2. _____, _____, _____, _____
Cecile speaks English, French, Spanish, and Italian.

Introducers

A comma is used after introductory words, phrases and clauses.

- Words: However, the new law was largely ignored by the public.
- Phrases: As a result, an even stricter law was proposed.
After a long vacation, he returned to work.
Having studied very hard, she passed the exam easily.
- Clauses: Because he had missed so many classes, he had to drop the course.
- Appositives: An old man, my grandfather can barely walk.

Coordinators

A comma is used between two independent clauses joined by the FAN BOYS coordinating conjunctions *for*, *and*, *nor*, *but*, *or*, *yet*, and *so* to form compound sentences.

- for* Your decision is important, for our future plans depend on it.
- and* The exam was quite easy, and most students passed.
- nor* He didn't come to class during the last three weeks, nor did he take the final exam.
- but* The exam was quite easy, but most students failed.
- or* Will you write your thesis this semester, or will you wait until next semester?
- yet* The experiment was considered successful, yet the results were disappointing.
- so* He didn't study, so he didn't pass the course.

Note: *Nor* is a troublemaker. It is a negative word, and it signals inverted word order. The verb must come before the subject. Also, do not confuse compound sentences with simple sentences that have two verbs. A compound sentence has two subjects and two verbs:

She asked the question, and she answered it in the same breath. (comma necessary)

A simple sentence can also have two verbs, but it has only one subject:

She asked the question and answered it in the same breath. (no comma)

Inserters

A comma is used before and after words, phrases and clauses that are inserted into the middle of a main clause.

- Transitions: The new law, however, was largely ignored by the public.
The students, on the other hand, felt that the test was unfair.
The computer, for example, has positive and negative uses.
- Appositives: My grandfather, an old man, can barely walk.
Dr. Danielson, a professor in the English Department, has written several books.
Dr. William Porter, a professor at Boston University, suggested in his article, "The Effects of Marijuana on Motor Responses," that pot-smokers'* reactions are slower.
- Nonrestrictive Clauses: Income taxes, which all people who receive an income must pay, are due on April 15 every year.
My husband, who used to smoke three packs of cigarettes a day, has stopped smoking.

Linkers

A comma is used (a) when adding words and phrases at the end of a sentence and (b) when linking items in a series.

- Transitions: The new law was largely ignored by the public, however.
I do, too.
- Items in a series: Cholera, smallpox, yellow fever, and diphtheria are some of the diseases that have been conquered in this century.
A nurse has to be willing to work at night, on weekends, and on holidays.
We ran into the airport, checked our luggage, raced to the boarding area, gave the attendant our tickets, and collapsed* in our seats.

PRACTICE 1: Using Commas

STEP 1 Add commas wherever they are necessary. (Not all sentences need them.)

STEP 2 Name the function of each comma (introducer, coordinator, inserter, or linker).

FUNCTION

- _____ 1. The advertising industry which is one of the largest industries in the United States employs millions of people and spends billions of dollars.
- _____ 2. A company that wants to be successful must spend a great deal of money to advertise its products.
- _____ 3. Advertising is essential to the free enterprise system yet it can sometimes be very annoying.
- _____ 4. Every minute of the day and night people are exposed to ads on television on billboards in the newspapers and in magazines.
- _____ 5. You can't even avoid advertising in the privacy of your own car or your own home for advertisers have begun selling their products in those places too.
- _____ 6. In the last few years advertising agencies have started to hire young people to hand out circulars on street-corners and in parking lots.

- ____ 7. You can often find these circulars stuck on your windshield thrust* through the open windows of your car stuffed in your mailbox or simply scattered on your front doorstep.
- ____ 8. Because Americans are exposed to so much advertising they have become immune* to it.
- ____ 9. As a result advertisers have to make louder commercials use brighter colors and hire sexier models to catch the public's attention.
- ____ 10. Many people object especially to commercials that use sex as a sales strategy.
- ____ 11. Sexy commercials that sell everything from toothpaste to automobiles seem to imply that you will become sexier if you buy the product.
- ____ 12. Sex is used in many cigarette and liquor ads for example.
- ____ 13. The women in such ads are often dressed in revealing clothes and are surrounded by handsome men and the men in such ads are always extremely handsome and virile.
- ____ 14. As everyone knows smoking and drinking do not make you sexy or virile.
- ____ 15. On the contrary drinking makes you fat and smoking makes you sick.
- ____ 16. The government is considering a ban on sex in cigarette and liquor ads because of their potentially harmful effect on teenagers.
- ____ 17. The government is considering a ban but no action has been taken yet.
- ____ 18. If such action is taken my boyfriend the Marlboro man will be out of a job.
- ____ 19. Catherine Deneuve who sells automobiles and perfume would lose some work too.

Semicolons

Using **semicolons** is not difficult if you remember that a semicolon (;) is more like a period than a comma. It is a very strong punctuation mark. Semicolons are used in three places:

1. Between two sentences that are closely connected in idea.
2. Before conjunctive adverbs and some transitional phrases.
3. Between items in a series if the items already contain commas.

Between Sentences

Use a semicolon at the end of a sentence when the following sentence is closely connected in meaning. You could also use a period, but when the sentences are connected in meaning, it is better to use a semicolon.

INDEPENDENT CLAUSE	;	INDEPENDENT CLAUSE
Alice is going to Harvard;		she isn't going to M.I.T.
Computer use is increasing;		computer crime is, too.
The meeting adjourned* at dawn;		nothing had been accomplished.

thrust: pushed forcefully **adjourned:** ended
immune: cannot be affected

Before Connectors

Use a semicolon before conjunctive adverbs such as *however, therefore, nevertheless, moreover, and furthermore*. You may also use a semicolon before some transitional phrases such as *for example, as a result, that is, in fact, etc.*

CONJUNCTIVE

ADVERB

INDEPENDENT CLAUSE ; TRANSITION , INDEPENDENT CLAUSE
PHRASE

Skiing is dangerous; nevertheless, hundreds of people ski.

Stefi Graf is a great tennis player; moreover, she is attractive.

Boris Becker played well; however, he lost the match.

He had smoked all his life; as a result, he died of lung cancer.

I have never been to Europe; in fact, I have never been outside my country.

Between Items in a Series

Semicolons may be used as well to separate items in a series when some of the items already contain commas.

I cannot decide which car I like best: the Ferrari, with its quick acceleration and ease of handling; the small, conventional Ford, with its reclining bucket seats; or the uncomfortable Volkswagen, with its economical fuel consumption.

PRACTICE 2 : Using Semicolons and Commas

A. STEP 1 The following sentences need semicolons and commas; add the correct punctuation in the appropriate places.

STEP 2 In the space provided at left, state whether the semicolon is

1. between two closely connected sentences,
2. before a conjunctive adverb or a transition expression, or
3. between items in a series if the items already contain commas.

Example:

2 Professor Smith is at a conference; however, Dr. Jones, who is the department chairman, will be glad to see you.

- _____ 1. Grace works for a prestigious law firm she is their top criminal lawyer.
- _____ 2. My favorite leisure-time activities are going to movies especially musicals reading novels* especially stories of love and adventure listening to music both rock and classical and participating in sports particularly tennis and volleyball.
- _____ 3. The future of our wild animals is uncertain for example illegal shooting and chemical poisoning threaten the bald eagle.*
- _____ 4. Homework is boring therefore I never do it.

novels: fiction books

bald eagle: a large bird of prey, symbol of the United States

- _____ 5. The freeways are always crowded during the busy rush hours nevertheless people refuse to take public transportation.
- _____ 6. I like the following foods: ice cream sundaes with lots of hot fudge pizza with garlic and mushrooms and waffles with lots of melted butter and syrup.
- _____ 7. The Smiths' marriage should succeed they share the same interests.
- _____ 8. Hoping that he would pass the course he stayed up all night studying for the final exam unfortunately he overslept and missed the test.
- _____ 9. In general I enjoy my English class the amount of homework our teacher assigns is definitely not enjoyable however.
- _____ 10. If you are a college student, an average day is filled with challenges: you have to avoid running into Professor Jones whose class you missed because you overslept you have to race across the campus at high speed to reach your next class which is always at the other side of the campus and you have to secretly prepare your homework assignment during class hoping all the time that the teacher won't catch you.

B. Punctuate the following sentences by adding semicolons and commas. Use semicolons wherever possible.

- 1. My bus was late therefore I missed my first class.
- 2. The politician was discovered accepting bribes as a result his political career was ruined.
- 3. My father never cries in fact he never shows any emotion at all.
- 4. The restaurant was closed consequently we went home to eat.
- 5. Some people feel that grades are unnecessary on the other hand, some people feel that grades motivate students.
- 6. Technology is changing our lives in insidious* ways for example the computer is replacing human contact.
- 7. The computer dehumanizes business nevertheless it has some real advantages.
- 8. Writing essays is easy it just takes a little practice.
- 9. Americans love pets every family seems to have at least one dog or cat.
- 10. The life expectancy of Americans is increasing for example the life expectancy of a man born today is 77.2 years which is an increase of 26.12 years since 1900.
- 11. Your proposal is a good one however I do not completely agree with your final suggestion.
- 12. Efficiency is a highly prized quality among Americans it has almost attained the status of a moral attribute.*

C. Write three original sentences for each of the three rules for using semicolons:

- 1. Between closely connected sentences.
- 2. Before conjunctive adverbs and some transitional phrases.
- 3. Between items in a series.

Colons

A **colon** (:) can be used in five ways:

Lists

Use a colon to introduce a list.

Libraries have two kinds of periodicals: bound periodicals and current periodicals.

I need the following groceries: eggs, milk, and coffee.

The causes of the U.S. Civil War were as follows: the economic domination of the North, the slavery issue, and the issue of states' rights versus federal intervention.

Note: Do *not* use a colon to introduce a list after the verb *to be* unless you add *the following* or *as follows*.

To me, the most important things in life *are* health, happiness, good friends and a lot of money.

To me, the most important things in life *are the following*: health, happiness, good friends, and a lot of money.

Long Quotations

Use a colon to introduce a quotation longer than three lines. This type of quote is indented on both sides, and no quotation marks are used.

As Albert C. Baugh and Thomas Cable state in their book, *The History of the English Language*:

There is no such thing as uniformity in language. Not only does the speech of one community differ from that of another, but the speech of different individuals of a single community, even different members of the same family, is marked by individual peculiarities.*

Subtitles

Use a colon between the main title and the subtitle of a book, article or play.

A popular book on nonverbal communication is Samovar and Porter's *Intercultural Communication: A Reader*.

The name of an article from *The New York Times* is "Space Stations: Dream or Reality?"

Time

Use a colon between the numbers for hours and minutes when indicating the time of day.

Helen left the class at 12:30.

Our plane arrived at 1:40, six hours late.

peculiarities: strange characteristics

Formal Salutations

Use a colon after the salutation of a formal letter.

Dear Professor Danielson:
 Dear Sir:
 Gentlemen:
 Dear Mrs. Smith:
 To Whom It May Concern:

In informal letters, a comma is more appropriate.

Dear Mom,
 Darling,
 Dear Mark,

PRACTICE 3 : Using Punctuation Marks

A. Add commas, semicolons, and colons to the following.

1. The library offers many special services the Student Learning Center where students can receive special tutoring the phonorecord library where you can listen to records and tapes and group study rooms.
2. Dear Dr. Patterson
 Dear Alice
 Dear Mr. Carter
3. To check a book out of the library you should follow this procedure write down the call number of the book find the book bring it to the circulation desk fill out the card and show your student I.D.
4. The principal sources of air pollution in our cities are factories airplanes and automobiles.
5. I have a dental appointment at 330 today. Please pick me up at 300.

B. Write a sentence in which you list two pieces of advice that you have received from your parents. Use a colon to direct attention to them.

C. Write the title and subtitle of the following book correctly. Remember to underline the full title.

(Title) Paris (Subtitle) A Visitor's Guide to Restaurants

Quotation Marks

Quotation marks ["..."] have three basic functions:

Direct Quote

Use quotation marks to enclose a direct quotation that is shorter than three lines. A direct quotation states the *exact* words of a speaker.

Punctuation with quotation marks can be a little tricky. Here are some rules to follow:

1. Periods and commas go inside quotation marks.
"I thought he was responsible," he said, "but he isn't."
2. Colons and semicolons go outside quotation marks.
"Give me liberty or give me death": these are immortal* words.
3. Exclamation points (!) and question marks (?) go inside quotation marks if they are a part of the quotation; otherwise, they go outside.
"Is it eight o'clock?" she asked.
Did she say, "It's eight o'clock"?
4. When a quoted sentence is divided into two parts, the second part begins with a small letter unless it is a new sentence.
"I thought he was responsible," he said, "but he isn't."
"I think he is responsible," he said. "Look at his fine work."
5. Use single quotation marks ('. . .') to enclose a quotation within a quotation.
As John F. Kennedy reminded us in his inaugural address, "We should never forget the words of Martin Luther King, Jr., who said, 'I have a dream.'"

Unusual Words

Use quotation marks to enclose foreign words or words that are used in a special or uncommon way.

A lot of people talk about "machismo" these days, but few people really know what it means.

The "banquet" turned out to be no more than hot dogs and soft drinks.

Titles

Use quotation marks to enclose the titles of (a) articles from periodical journals, magazines, and newspapers; (b) chapters of books; (c) short stories; (d) poems; and (e) songs.

In the article "The Future of Space," published in the July 19, 1974 issue of Scientific American, the authors explore the possibility of manned space stations.

The New York Times recently published an article entitled "Space Stations: Dream or Reality?" in which the potential of space cities in orbit was discussed.

Note: The titles of books, journals, magazines, newspapers, and movies should be underlined or italicized.

PRACTICE 4 : Using Quotation Marks

Get a copy of any newspaper and write a paragraph about any article. Copy five quotations from the article. Mention the name of the newspaper and the article in your sentence and include the name of the speaker.