

21. 구두점

Punctuation Marks

Period .

1. 평서문(statement)의 맨 끝에 붙인다. 마지막 문자와 period 사이에는 빈칸을 두지 말고, period와 다음 문장 사이에는 한 칸을 띄운다.

- 명령문의 경우도 period를 사용한다.

(ex.) Stay away from me. Just stay away from my house.

- 간접의문문(indirect questions)의 경우도 period를 사용한다.

(ex.) The teacher asked **why** I had been absent the day before.

I asked my sister **if** she had a date.

2. 축약형(abbreviations)인 Initials¹⁾에 사용한다. 문장 끝에 올 때, 축약형의 period만 붙이고 문장을 끝내도 된다. 하지만 느낌표나 물음표는 써 주어야 한다.

(ex.) Mr. Salazar arrived at Washington, D.C.²⁾, at 11 a.m.³⁾

1) 맨 앞 문자를 모아서 만들었는데, 각 문자 하나씩 발음되는 축약형.

2) District of Columbia

3) 라틴어 ante meridiem (=before noon)

How long have you been in Washington, D.C.?

☞ Acronyms⁴⁾는 period를 사용하지 않는다.

(ex.) NATO = North Atlantic Treaty Organization

AIDS = Acquired Immune Deficiency Syndrome

LASER = Lightwave Amplification by Stimulated Emission of Radiation

SCUBA = Self-Contained Underwater Breathing Apparatus

☞ Initials는 단어에 따라 period를 쓰기도 하고 안 쓰기도 한다. 사전을 참조할 것.

(ex.) the FBI = the Federal Bureau of Investigation

WTO = World Trade Organization

the U.S. or the U.S.A. = the United States of America

UNICEF = United Nations International Children's Fund

Question Mark ?

◇ 직접 의문문(Direct Questions)과 부가의문문(Tag Questions)의 끝에 쓴다.

(ex.) She should attend the meeting, shouldn't she?

He shouldn't have quit his diet, _____?

He arrived on time, _____?

There are too many problems to deal with, _____?

4) 맨 앞 문자를 모아서 만든 단어로서, 하나의 새 단어처럼 발음되는 축약형.

◇ 평서문처럼 보이나, 의문문이 삽입되거나 추가된 경우가 있다.

(ex.) We can get to Seoul quicker, can't we, if we take the highway?

I wonder: will Al Gore run for president again?

◇ 수사의문문(Rhetorical questions)⁵⁾도 의문문으로 간주하여 question mark를 붙인다.

(ex.) Who else could have helped her, after all?

◇ 주된 의문문에 이어지는 짧은 의문문이 연속되는 경우, 각각의 짧은 의문문을 소문자로 시작하며 ?를 붙일 수 있다.

(ex.) Who is responsible for executing the plan? the coach? the coaching staff? the players?

Exclamation Mark !

◇ 보통 감탄문(interjection) 뒤에 쓰이며, 격한 감정(기쁨, 놀람, 슬픔)이나 큰 소리를 가리킨다.

(ex.) Wow! What a bad cough he has! How boring this is!

Stop! Don't do it!

They were the footprints of a gigantic hound!

5) 실제 답변을 요구하지 않는 의문문. 설의법 문장.

◇ 격한 감정을 표현하기 위해서 의문문 뒤에 쓰기도 한다.

(ex.) What on earth are you doing! Stop!

☞ 이렇게 의문문의 기능과 감정 표현의 기능이 동시에 필요할 때 쓰는 특별한 구두점이 있다. ? 라고 쓰는데, 이것을 ‘감탄의문부호’(Interrobang)라고 부른다. 표준적으로 인정되는 방법은 아니지만 실제 영어에서는 많이 쓴다. ?와 !를 함께 쓰기도 한다. interrobang은 1) 흥분한 상태에서 질문을 하거나 2) 의심하면서 질문을 하거나 3) 수사의문문의 경우에 쓰인다.

(ex.) How much did you spend on those shoes?

You’re going out with her?

She did what?

How could you do such a thing?!

◇ 특정 단어만을 강조하기 위해 괄호 안에 넣어서 표현할 수도 있다.

(ex.) We have some really(!) reasonably-priced PDPs on sale today.

Colon :

◇ 앞에 언급된 것을 입증하거나, 설명하거나, 명확하게 하거나, 단순 열거할 때 쓴다. 그 기능을 세분하면 다음과 같다.

1) 연역적(deductive) 기능 : 앞에 언급된 사실을 논리적으로 발전시킬 때

(ex.) To err is human: to forgive Divine

2) 설명적(descriptive) 기능 : 앞에 언급된 것의 세부 요소들을 나열(listing)할 때

(ex.) He provided all of the ingredients: sugar, flour, eggs and butter.

3) 동격(appositive) : 앞에 언급된 것을 한 번 다시 설명할 때

(ex.) There is only one thing left to do now: confess while you still have time.

4) 정의(definition)를 내릴 때

(ex.) Hypernym of a word: a word having a wider meaning than the given one; e.g.,
vehicle is a hypernym of car.

5) 인용(quotation) 기능 : 직접화법(“ ”) 문장을 유도할 때

(ex.) The president often used his favorite quotation from Shakespeare: "O, it is
excellent to have a giant's strength; but it is tyrannous to use it like a giant."

6) 제목과 소제목을 분리할 때

(ex.) Star Wars Episode IV: A New Hope

7) 종교 문헌이나 서사시에서 장과 절을 나눌 때

(ex.) Apocalypse 4:3

8) 시간의 각 단위를 나눌 때

(ex.) This file was last modified today at 11:15:05

◇ Colon을 쓰기 위해서는 colon 앞의 문장이 ‘완전한’ 독립절이어야 한다. 위의 기능에 부합하더라도, colon 앞의 문장이 불완전한 문장이 된다면 colon을 쓸 수 없다.

(ex.) Her recipe for gunpowder included: saltpeter, dry oatmeal, and ground-up charcoal briquets. (X)

Her usual advice, I remember, was: "An early bird catches the worm." (X)

◇ Colon 뒤에 오는 문장의 시작은 대문자로 시작하는 경우와 소문자로 시작하는 경우가 있다. 인용문이 나오거나 acronym, 고유명사 등이 나올 때에는 반드시 대문자로 시작한다는 정도로만 알고 있다.

Semicolon ;

◇ 세미콜론은 period와 comma의 중간 형태로 볼 수 있다.

① period(.)를 쓰면 두 문장이 너무 끊어지게 느껴질 때, Semicolon을 쓰면 두 문장이 훨씬 긴밀하게 연결되게 된다. 즉 and 혹은 but 등을 대신하여 쓰인다. ⇒ semicolon이 없어지면 접속사를 반드시 써야 한다.

② comma(,)보다 훨씬 강하게 분리한다. 특히 comma를 포함하고 있는 긴 문장에서, 소항목별 혹은 의미단위로 다시 분할할 때 효과적으로 쓰인다. ⇒ semicolon이 없어져도 틀린 문

장은 아니지만 혼란스러워진다.

◇ Semicolon이 쓰이는 예

- 1) and, but, for 등을 쓰지 않고 두 문장을 긴밀하게 연결하고 싶을 때

(ex.) I went to the pool; I was informed that it was closed.

I am alone; my wife left me.

- 2) 접속부사(conjunctive adverb)가 있는 절을 앞 절과 연결할 때

(ex.) I like to eat cows; however, they don't like to be eaten by me.

- 3) comma가 포함된 나열에서 소항목별로 분할할 때

(ex.) Telcom Corporation has subsidiaries in four cities: New York, New York;
Wilmington, Ohio; Houston, Texas; and San Francisco, California.

- 4) 대등접속사 and, but이 있더라도, 앞과 뒤 문장 내부에 comma가 있어서 명확히 구분되어 보이지 않을 때

(ex.) Coach Perez realized that his team contained two superb guards, a fine post player, and a power forward; but as of the end of the spring recruiting season, he was still pushing to discover better players.

◇ Semicolon 뒤의 문장은 고유명사가 아닌 이상 소문자로 시작하며, 앞 문장에 따옴표가 있을 경우 따옴표 뒤에 쓴다.

Hyphen -

◇ 하이픈은 한 단어를 ‘분리’하거나, 별개의 단어들을 한 단어로 ‘모을’ 때 쓴다.

◇ Separating 기능

: 문장의 줄을 바꿀 때, 한 단어가 위 줄과 아래 줄로 나뉘게 되면, 위 줄에 남은 부분 뒤에 hyphen을 붙인다. 하지만 hyphen을 꼭 해야 하는지, 어디서 끊어야 하는지 결정하는 것은 쉽지 않은 일이다. Word-processor가 그 역할을 대신하기도 하지만, 이 또한 100% 신뢰할 수 없다.

◇ Joining 기능 : 복합형용사(compound adjectives)나 복합부사(compound adverbs)를 만들 때 주로 쓰인다. hyphen으로 묶여 있는 복합어가 하나의 단위로 기능함을 나타낸다.

① [형용사-명사]로 된 복합어가 명사를 수식할 때, 반드시 hyphen을 써 주어야 한다.

(ex.) American-football player vs. American football player(?)

☞ 복합어 속의 명사는 반드시 ‘단수’가 되어야 한다.

(ex.) two weeks + vacation =

② [명사-명사]로 된 복합어가 명사를 수식할 때, hyphen을 써도 되고 말아도 된다. 혼동이 되지 않기 때문이다.

(ex.) department store manager = department-store manager

- ③ [부사 형용사]로 된 구가 명사를 수식할 때, hyphen을 쓰지 않는다. 수식관계가 분명하기 때문이다.

(ex.) wholly owned subsidiary / quickly moving vehicle

- ④ more가 있는 경우

(ex.) more-important reasons vs. more important reasons

- ⑤ 100 미만의 숫자에 hyphen을 붙인다.

(ex.) 24 = _____

124 = _____

- ⑥ co-, pre-, mid-, de-, non-, anti-, ex-, all-, self- 등의 접두어 뒤에 하이픈을 붙이기도 하고(영국), 안 붙이기도 한다(미국).

(ex.) pre-school (영) = preschool (미)

co-worker (영) = coworker (미)

☞ 접두어 뒤에 대문자로 시작하거나 접두어가 대문자인 경우. 무조건 붙인다.

(ex.) Un-American activities

A-frame

- ⑦ 하이픈의 유무 여부에 따라서 뜻이 달라지는 경우도 있다.

(ex.) recreation vs. re-creation

⑧ 숫자와 단어를 결합시킨 복합어. 분수가 형용사로 쓰일 때.

(ex.) a 23-year-old woman

two thirds ⇒ two-thirds majority

◇ Suspended hyphen("hanging hyphen" or "dangling hyphen") : 하이픈으로 연결된 복합어가 연속되어 있는데 뒤 쪽의 단어가 동일할 경우, 하이픈만 쓰고 반복되는 동일어는 맨 끝에만 쓰는 것을 말한다.

(ex.) The third- and fourth-grade teachers met with the parents.

Both full- and part-time employees will get raises this year.

We don't see many 3-, 4-, and 5-year-old children around here.

<cf.> hyphen의 중요성 : 의미의 변화

- disease-causing poor nutrition

disease causing poor nutrition

- a man-eating shark

a man eating shark

- state-of-the-art product

the state of art

Parentheses ()

◇ 괄호는 항상 짝으로 쓰이기 때문에 parenthesis가 아니고 parentheses로 부른다.

1) 앞의 내용을 명확히 하거나, 주제의 흐름에서 벗어난 정보를 ‘추가’할 때 쓴다.

(ex.) I expect five hundred dollars (\$500).

He finally answered (after taking five minutes to think) that he did not understand the question.

☞ 위 두 문장 다 ‘괄호’를 comma나 dash로 대체할 수 있다. comma나 dash보다 중요성이 약한 느낌, 강조하고 싶지 않다는 필자의 태도를 표현한다.

2) full name 뒤에 약자를 병기할 때 쓴다.

(ex.) The Department of Transportation (DOT) is having an official meeting today.

3) 번호 따위를 나열할 때 쓴다.

(ex.) We need an emergency room physician who can (1) think quickly, (2) treat patients respectfully, and (3) handle complaints from the public.

☞ 괄호 안에 전체 문장이 들어갈 때, period를 괄호 안에 쓴다.

(cf.) Please read the analysis (I enclosed it as Attachment A.).
or Please read the analysis. (I enclosed it as Attachment A.)
or Please read the analysis (Attachment A).

Dash —

◇ Dash(=em dash)는 격식 차린(formal) 문어체에서는 잘 사용하지 않는다. 대신 informal writing에서 comma, semicolon, colon, parentheses 등을 대신해서 자주 사용되는데, 강한 분리의 느낌을 주기 때문에 남발하는 것은 좋지 않다. Dash는 문장 중간이나 끝에 쓰인다.

1) 앞의 내용을 강조하거나 추가 설명할 때 쓴다.

(ex.) To some of you, my proposals may seem radical—even revolutionary. (=comma)
Please call my agent—Jessica Cohen—about hiring me. (=comma or parentheses)
My agreement with her is clear—she teaches me French and I teach her
German. (=colon)

2) 세부 항목을 나열할 때 쓰인다. 특히 삽입해야 될 어구 안에 comma(s)가 있을 때 유용하다.

(ex.) I need three items at the store—dog food, vegetarian chili, and cheddar cheese.
(=colon)

3) 생각의 급격한 전환, 어조의 급격한 이동을 가리킨다. (Dash만의 기능)

(ex.) My professor—he’s also my uncle’s friend—gave us a lot of research to do.

I wish you would—oh, never mind.

◇ 보통 쓰이는 dash는 ‘em dash’라고 부르는데 그것은 dash의 길이가 “m”의 폭과 같기 때문이다. 그에 반해 dash의 길이가 그것의 절반 정도로서 “n”의 폭과 같아 ‘en dash’라고 부르는 것이 있다. en dash는 hyphen보다 약간 긴데, 다음과 같은 예에 주로 쓰인다.

(ex.) Kennedy’s presidency (1961 - 1963)

6:30 - 8:45 p.m. (시간의 경과)

table 13 - C (숫자와 문자의 연결)

the Puerto Rican - United States collaboration

the New York - New Jersey border (고유명사의 연결)

post-Darwinian - pre-Freudian theorems (이미 hyphen이 쓰인 복합어의 연결)

Comma ,

◇ I have spent most of the day putting in a comma and the rest of the day taking it out.

— Oscar Wilde

1) 혼동을 피하기 위해, 세 개 이상 연속된 **단어, 구, 절** 사이에 쓴다.

(ex.) We will purchase the stock if the price is lowered to \$30 per share, if we are allowed to buy a block of over 10,000 shares, and if we receive a guarantee that no new shares will be created in the next fiscal year.

☞ 여기서 맨 끝에 오는 comma를 serial comma 혹은 Oxford comma라고 부르는데, 현대어에서는 그 곳에 접속사가 있는 것으로 충분하다고 보고 comma를 생략하기도 한다.

(ex.) He hit the ball, dropped the bat, and ran to first base.
He hit the ball, dropped the bat and ran to first base.”

- 하지만 다음과 같은 문장에서는 심각한 문제가 생긴다.

(cf.) My \$10 million estate is to be split among my husband, daughter, son, and nephew.
My \$10 million estate is to be split among my husband, daughter, son and nephew.

- 따라서 문제 소지를 없애기 위해서는, 맨 마지막까지 comma를 붙이는 습관을 기르는 것이 좋다.

2) **두 개의 독립절(independent clauses)**이 대등접속사(coordinate conjunction)로 연결되어 있을 때 쓴다. 즉 [comma + 대등접속사] = semicolon 이라고 볼 수 있다.

(ex.) I first conducted a thorough audit of the company, and I then interviewed the manager to try to determine how much money was missing.

☞ 완벽한 절과 절이 연결되는 경우가 아니라면, 즉 두 개의 단어, 두 개의 구가 연결된

경우라면 comma를 안 써도 된다.

(ex.) I first conducted a thorough audit of the company and then interviewed the manager to try to determine how much money was missing.

☞ 절과 절이 연결되어 있다고 하더라도 문장이 짧아서 (5-10단어) 명료하게 이해될 수 있다면, 역시 comma를 빼도 된다.

(ex.) I paint and he writes.

3) **문장 맨 앞에** 부사, 부사구, 부사절이 있을 때, 주절의 위치를 명료하게 하기 위해 쓴다.

(ex.) Next, I woke up for a cup of water.

Running toward third base, he suddenly realized how stupid he looked.

To apply for this job, you must have previous experience.

If you are not sure about this, let me know.

(cf.) 짧은 부사(구)는 comma를 생략할 수 있다.

On February 14 many couples give each other candy or flowers.

☞ 부사절(종속접속사절)이 **뒤에** 있을 때는 comma를 쓸 수도 있고 안 쓸 수도 있다. 문장의 의미 형성에 필수적인 정보라면 comma를 쓰지 않는다.

(ex.) Let me know if you are not sure about this.

⇒ 이 점과 관련하여 because절의 경우에는 각별히 주의해야 하는 경우가 있다.

(cf.) He didn't go to the ball because he wanted to see her.

He didn't go to the ball, because he was ill.

(cf.) I knew that President Nixon would resign that morning, because my sister-in-law worked in the White House and she called me with the news.

I knew that President Nixon would resign that morning because my sister-in-law worked in the White House and she called me with the news. (??)

4) **필수정보가 아닌**, 즉 주제에서 벗어난 추가 정보가 삽입되어 있을 때 앞뒤에 comma를 쓴다. (= 괄호)

(ex.) I am, as you have probably noticed, very nervous about this.

(cf.) 다음 두 문장을 비교하시오.

Mr. Miller, who is the company president, will give an address at our annual dinner.

Banks which hold over a billion dollars in assets are rare.

Freddy, who has a limp, was in an auto accident.

A man who has a limp was in an auto accident.

5) 동격(appositive)은 거의 항상 추가정보이므로 comma를 쓴다.

(ex.) French, the second most commonly used language, is what I am learning now.

Bill's ambition, to become a goalie in professional soccer, is within his reach.

☞ 긴밀한 연관성이 있어서 하나의 unit로 볼 수 있다면 comma를 쓰지 않기도 한다.

(ex.) Eleanor, his wife of thirty years, suddenly decided to open her own business.

His wife Eleanor suddenly decided to open her own business.

Eleanor, his wife, suddenly decided to open her own business."

6) 두 개의 형용사 사이에 and를 집어넣을 수 있을 때, and 대응으로 쓴다.

(ex.) The low, long table was just about the worst furniture I have ever seen.

(cf.) We stayed at an expensive summer resort.

☞ -ly로 끝나는 형용사는 대개 이 경우에 해당한다.

(ex.) Felix was a lonely, young boy.

(cf.) I get headaches in brightly lit rooms.

7) '접속부사'가 삽입되어 있을 때. 접속부사 앞뒤에 comma를 쓴다.

(ex.) I would, therefore, like a response.

I would be happy, however, to volunteer for the Red Cross.

8) 대조(contrast)의 표현에서

(ex.) It was her money, not her charm or personality, that first attracted him.

The puppies were cute, but very messy. (but의 경우에는 안 쓰기도 함)

9) 기타

- 날짜에서 day와 year 사이에
(ex.) December 24, 2007
(cf.) December 2007
- road, city, state
(ex.) I have lived on 53 Broadway Street, San Diego, California(,) for 20 years.
- 직함, 이름, initial 등의 뒤에
(ex.) Mr. Hillman, M. D., said that she still had trouble with the computer.
(cf.) Sam Sunny Jr. and Charles Starr III.
- 호칭할 때
(ex.) I'm telling you, Juanita, I couldn't be more surprised.
(cf.) I told Juanita I couldn't be more surprised.
- 직접인용문 앞 or 뒤
(ex.) Sally said to me, "I love you."
"My favorite pet is my cat," declared Bob.
Why," I asked, "do you always forget to do it?"
- 부가의문문에서 평서문과 의문문을 구분할 때
(ex.) I can go, can't I?
- 감탄사 뒤에
(ex.) Oh dear, where did I leave my glasses?
- 편지에서

(ex.) Dear Daddy,
Sincerely,

※ 절과 절은 period, semi-colon, conjunction 중 하나로, 반드시 분리 혹은 연결해야 한다.
Writing을 할 때, 절과 절을 comma로 연결하려는 오류(Comma splice), comma조차도 쓰지 않는 오류(Run-on Sentence)를 피해야 한다.

(cf.) Time flies when we are having fun, we are always having fun.
Time flies when we are having fun we are always having fun.
Time flies when we are having fun, and we are always having fun.
Time flies when we are having fun; we are always having fun.
Time flies when we are having fun. We are always having fun.

Apostrophe '

◇ apostrophe는 축약형(contraction)이나 소유격(possessive)라는 것을 말해 준다.

1) 축약형 : apostrophe는 무언가가 생략되었음을 표현한다.

- can't, won't, don't
- I'm, we're, it's, you're, he'll, who's she'd
- Let's
- would've, could've

- there are ⇒
- she were ⇒

2) 소유격

- 단수 : The witch's broom, Ronni's
- 복수 : The witches' brooms, Ronnis'
- -s 없는 복수 : the men's room, children's clothing
- -s로 끝나는 단수 :
(ex.) James ⇒
class ⇒

3) 복수형을 만들 때 : 문자나 숫자, 단어의 복수

(ex.) My sister received straight A's throughout her college career.
My score sheet showed that I had six 5's and three 4's.
Be sure to dot the i's and cross the t's.
She wrote three r's in terrific.
You have way too many and's in this paragraph alone. ("and"라는 단어)

☞ 대문자의 복수는, 문맥상 분명하면 apostrophe를 생략할 수 있다.

(ex.) He got four As, two Bs, and three Cs.

☞ 연도나 축약형의 복수에는 apostrophe를 쓰지 않는다.

(ex.) He wrote several novels during the 1930s.

There are fifteen PhDs on our faculty.

Slash /

◇ slash(=slant=solidus=virgule)는 or의 의미로서 or의 대용어로 쓰인다.

(ex.) Using the pass/fail option backfired on her; she could've gotten an A.

◇ 3인칭 단수 대명사 사용에서 '성'(gender)문제를 불러일으키지 않기 위해 he/she, his/her, him/her 등을 자주 사용한다.

(cf.) A student should do his assignments.

A student should do his or her assignments.

A student should do his/her assignments.

Students should do their assignments.

Exercises

※ Select the correctly punctuated sentence.

1.

- a) Spain is a beautiful country; the beache's are warm, sandy and spotlessly clean.
- b) Spain is a beautiful country: the beaches are warm, sandy and spotlessly clean.
- c) Spain is a beautiful country, the beaches are warm, sandy and spotlessly clean.
- d) Spain is a beautiful country; the beaches are warm, sandy and spotlessly clean.

2.

- a) The children's books were all left in the following places: Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
- b) The children's books were all left in the following places; Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.
- c) The childrens books were all left in the following places: Mrs Smiths room, Mr Powells office and the caretakers cupboard.
- d) The children's books were all left in the following places, Mrs Smith's room, Mr Powell's office and the caretaker's cupboard.

3.

- a) She always enjoyed sweets, chocolate, marshmallows and toffee apples.
- b) She always enjoyed: sweets, chocolate, marshmallows and toffee apples.
- c) She always enjoyed sweets chocolate marshmallows and toffee apples.

d) She always enjoyed sweet's, chocolate, marshmallow's and toffee apple's.

4.

- a) Sarah's uncle's car was found without its wheels in that old derelict warehouse.
- b) Sarah's uncle's car was found without its wheels in that old, derelict warehouse.
- c) Sarah's uncle's car was found without its wheels in that old, derelict warehouse.
- d) Sarah's uncle's car was found without it's wheels in that old, derelict warehouse.

5.

- a) I can't see Tim's car, there must have been an accident.
- b) I cant see Tim's car; there must have been an accident.
- c) I can't see Tim's car there must have been an accident.
- d) I can't see Tim's car; there must have been an accident.

6.

- a) Paul's neighbours were terrible; so his brother's friends went round to have a word.
- b) Paul's neighbours were terrible: so his brother's friends went round to have a word.
- c) Paul's neighbours were terrible, so his brother's friends went round to have a word.
- d) Paul's neighbours were terrible so his brother's friends went round to have a word.

7.

- a) Tims gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.
- b) Tim's gran a formidable woman always bought him chocolate, cakes, sweets and a nice fresh apple.

c) Tim's gran, a formidable woman, always bought him chocolate cakes sweets and a nice fresh apple.

d) Tim's gran, a formidable woman, always bought him chocolate, cakes, sweets and a nice fresh apple.

8.

a) After stealing Tims car, the thief lost his way and ended up the chief constable's garage.

b) After stealing Tim's car the thief lost his way and ended up the chief constable's garage.

c) After stealing Tim's car, the thief lost his way and ended up the chief constable's garage.

d) After stealing Tim's car, the thief lost his' way and ended up the chief constable's garage.

9.

a) We decided to visit: Spain, Greece, Portugal and Italy's mountains.

b) We decided to visit Spain, Greece, Portugal and Italys mountains.

c) We decided to visit Spain, Greece, Portugal and Italy's mountains.

d) We decided to visit Spain Greece Portugal and Italy's mountains.

10.

a) That tall man, Paul's grandad, is this month's winner.

b) That tall man Paul's grandad is this month's winner.

c) That tall man, Paul's grandad, is this months winner.

d) That tall man, Pauls grandad, is this month's winner.

※ Put in semicolons, colons, dashes, quotation marks, parentheses, etc.

11. The men in question Harold Keene, Jim Peterson, and Gerald Greene deserve awards.
12. Several countries participated in the airlift Italy, Belgium, France, and Luxembourg.
13. Only one course was open to us surrender, said the ex-major, and we did.
14. Judge Carswell later to be nominated for the Supreme Court had ruled against civil rights.
15. In last week's *New Yorker*, one of my favorite magazines, I enjoyed reading Leland's article
How Not to Go Camping.
16. Yes, Jim said, I'll be home by ten.
17. There was only one thing to do study till dawn.
18. Montaigne wrote the following A wise man never loses anything, if he has himself.
19. The following are the primary colors red, blue, and yellow.

20. Arriving on the 8 10 plane were Liz Brooks, my old roommate her husband and Tim, their son.
21. When the teacher commented that her spelling was poor, Lynn replied All the members of my family are poor spellers. Why not me?
22. He used the phrase you know so often that I finally said No, I don't know.
23. The automobile dealer handled three makes of cars Volkswagens, Porsches, and Mercedes Benz.
24. Though Phil said he would arrive on the 9 19 flight, he came instead on the 10 36 flight.
25. Whoever thought said Helen that Jack would be elected class president?
26. In baseball a show boat is a man who shows off.
27. The minister quoted Isaiah 5 21 in last Sunday's sermon.
28. There was a very interesting article entitled The New Rage for Folk Singing in last

Sunday's *New York Times* newspaper.

29. Whoever is elected secretary of the club Ashley, or Chandra, or Aisha must be prepared to do a great deal of work, said Jumita, the previous secretary.

30. Darwin's *On the Origin of Species* 1859 caused a great controversy when it appeared.

31. Carlos ran and ran but there was no way he could keep up with his brother Miguel.

32. Tom the owner of Skip's Septic Service said he would be here tomorrow however there's always a chance he won't be able to come especially if it rains.

33. My oldest sister who lives in Minnesota is a nutritionist my youngest sister who lives in Tennessee is a college administrator.

34. Frost's poem Stopping By Woods on a Snowy Evening contains these haunting lines The woods are lovely, dark and deep / But I have promises to keep.

35. Christie's two roommates Viola and Ester used to live in San Juan Puerto Rico.

36. Exhausted from answering the reporters questions Congressman Fuenches squared her

shoulders gritted her teeth and angrily retorted that's none of your business you morons.

37. Tomas nearly bursting with joy showed his family through his gorgeous newly renovated home.

38. Outside the lawns around the college had become overgrown the shrubs needed trimming and there was litter everywhere.

39. The committee included the following representatives Ronald Pepin from Colchester Connecticut Barbara Maguire from Reading Massachusetts and Art Hammon from Whitehead New Hampshire.

40. John's wife Margot has resigned from her position as Head Nurse.

41. Ouch yelled Cecilia you're stepping on my toes!

42. Grammar wondered if throwing in one more question one that seemed to require no punctuation would confuse the students.