

Punctuation and Mechanics Review Worksheet

Now that you have reviewed the most common punctuation marks and their use as well as well as the most common use of capital letters, abbreviations, and numbers, it is time for some practice using these items. Here are some exercises to help you remember how to use correct punctuation and good mechanics.

PUNCTUATION:

End Punctuation: (periods, question marks and exclamation marks)

Lee waited to hear about the party
How many days of a heat advisory have we had
Why did she tell him she would go on vacation
Call me when you get home
Did you understand that I was worried about you
Mandy was shocked to learn about the test
When did you stop going to school
Get over it

Commas:

Dina stopped to talk to her friend get lunch and pick up her mail on the way home.
Jill decided to buy cookies cake and pie as well as cottage cheese.
My dog likes to jump run and splash in the creek behind my house.
Listening to the hum of the air conditioner I wondered if it would keep my house cool all summer.
In the back of my closet I found two boxes of old magazines.
For example the people on farms have many reasons to be concerned about the weather.
The café at the end of the block on the other hand serves breakfast both day and night.
It wasn't until I walked outside however that I thought about his telephone call.
Everyone besides me the youngest in the family got to go to the show.
I could see that it was starting to rain but I was too tired to bring in the newspaper.
She waited at the end of the hall and she kept looking for her friend.
Jennifer kept her promise so she would not feel sorry later.
"I'll take you to school" her mother said "as soon as I get ready for work."
He always said "You can always do anything you set your mind to do."
According to Dave Ellis "Success is a choice."
Terry where is my paycheck?
Melissa please do your homework.
I plan to go to New York on September 5 2000.
The store opened on December 1 1998.
Larry's address is 3542 Evanston Circle Blue Springs Missouri 64016.
Dear Kathy
The trip will cover 1000 miles of Australia.

Punctuation/Mechanics Review/2

Semicolon:

We went to see the Chiefs play the Chargers won the game.

We saw relatives in Atlanta, Georgia Charleston, South Carolina and New Orleans, Louisiana.

We had forgotten to pack the tent as a result, we had to stay in a motel.

Apostrophes:

Justins books were left in his car.

Dougs golf game kept getting better every year.

All of the students papers were graded over the weekend.

Colons:

The workers brought the necessary tools hammers, pliers and saws.

George Orwell stated in *Politics and the English Language* “ Most people who bother with the matter at all would admit that the English language is in a bad way, but it is generally assumed that we cannot by conscious action do anything about it.”

There are many ways to do better in school keep a planner with important dates and study commitments, read your textbooks thoroughly and attend all classes regularly.

Dashes:

Mary came back to the house much later than she planned to bring back the money she had borrowed.

The idea came to him in a dream he was going to move to Chicago.

Hyphen:

She decided to buy the product because it came with a money back guarantee.

The class discussion was focused on understanding the political climate surrounding the changes in government policy.

Parentheses:

The reading assignment for tomorrow pages 25-37 is about understanding different cultures in the world.

Tomorrow, we will go to the Statue of Liberty the most popular tourist attraction in New York before we leave the country.

Punctuation/Mechanics Review/3

Quotation Marks:

You have to remember that we are leaving day after tomorrow Frank reminded Sarah.
We agreed that Smooth was the best song of the year.
The students read the essay, The Day Language Came into My Life.

MECHANICS:

Capital Letters:

blue river community college
Some of the people who forget to vote are neither republicans or democrats.
The last truck I had was a ford.
One of my favorite holidays is thanksgiving.
I plan to write my book report about memoirs of a geisha.
My father likes to read readers digest.

Abbreviations:

My uncle works for general motors. He has decided after he retires from general motors to join the american association of retired persons. Once he belongs to the american association of retired persons he will get many discounts for travel and can tour the entire united states of america. Uncle George thinks the united states of america is the best place in which to travel.

Numbers:

We decided to buy 12/twelve different kinds of cookies for the party.
We collected two hundred and forty books/240 for the sale.
15/Fifteen students were awarded scholarships for college.
My bank loan has a ten/10 percent interest rate.

Punctuation/Mechanics Review/4

Answers:

Punctuation:

End Punctuations: (periods, question marks, and exclamation marks)

Lee waited to hear about the party.
How many days of a heat advisory have we had?
Why did she tell him she would go on vacation?
Call me when you get home.
Did you understand that I was worried about you?
Mandy was shocked to learn about the test.
When did you stop going to school?
Get over it!

Commas:

Dina stopped to talk to her friend, get lunch, and pick up her mail on the way home.
Jill decided to buy cookies, cake, and pie, as well as cottage cheese.
My dog likes to jump, run, and splash in the creek behind my house.
Listening to the hum of the air conditioner, I wondered if it would keep my house cool all summer.
In the back of my closet, I found two boxes of old magazines.
For example, the people on farms have many reasons to be concerned about the weather.
The café at the end of the block, on the other hand, serves breakfast both day and night.
It wasn't until I walked outside, however, that I thought about his telephone call.
Everyone besides me, the youngest in the family, got to go to the show.
I could see that it was starting to rain, but I was too tired to bring in the newspaper.
She waited at the end of the hall, and she kept looking for her friend.
Jennifer kept her promise, so she would not feel sorry later.
"I'll take you to school," her mother said, "as soon as I get ready for work."
He always said, "You can always do anything you set your mind to do."
According to Dave Ellis, "Success is a choice."
Terry, where is my paycheck?
Melissa, please do your homework.
I plan to go to New York on September 5, 2000.
The store opened on December 1, 1998.
Larry's address is 3542 Evanston Circle, Blue Springs, Missouri 64016.
Dear Kathy,
The trip will cover 1,000 miles of Australia.

Semicolon:

We went to see the Chiefs play; the Chargers won the game.
We saw relatives in Atlanta, Georgia; Charleston, South Carolina; and New Orleans, Louisiana.
We had forgotten to pack the tent; as a result, we had to stay in a motel.

Punctuation/Mechanics Review/5

Apostrophes:

Justin's books were left in his car.

Doug's golf game kept getting better every year.

All of the students' papers were graded over the weekend.

Colons:

The workers brought the necessary tools: hammers, pliers and saws.

George Orwell stated in *Politics and the English Language*: "Most people who bother with the matter at all would admit that the English language is in a bad way, but it is generally assumed that we cannot by conscious action do anything about it."

There are many ways to do better in school: keep a planner with important dates and study commitments, read your textbooks thoroughly, and attend all classes regularly.

Dashes:

Mary came back to the house much later than she planned-- to bring back the money she had borrowed.

The idea came to him in a dream-- he was going to move to Chicago.

Hyphen:

She decided to buy the product because it came with a money-back guarantee.

The class discussion was focused on understanding the political climate surrounding the changes in government policy.

Parentheses:

The reading assignment for tomorrow(pages 25-37) is about understanding different cultures in the world.

Tomorrow, we will go to the Statue of Liberty(the most popular tourist attraction in New York) before we leave the country.

Quotation Marks:

"You have to remember that we are leaving day after tomorrow," Frank reminded Sarah.

We agreed that "Smooth" was the best song of the year.

The students read the essay, "The Day Language Came into My Life."

Punctuation/Mechanics Review/6

MECHANICS:

Capital Letters:

Blue River Community College

Some of the people who forget to vote are neither Republicans or Democrats.

The last truck I had was a Ford.

One of my favorite holidays is Thanksgiving.

I plan to write my book report about Memoirs of a Geisha.

My father likes to read Readers Digest.

Abbreviations:

My uncle works for General Motors (GM). He has decided after he retires from GM to join the American Association of Retired Persons (AARP). Once he belongs to the AARP, he will get many discounts for travel and can tour the entire United States of America (USA). Uncle George thinks the USA is the best place in which to travel.

Numbers:

We decided to buy twelve different kinds of cookies for the party.

We collected 240 books for the sale.

Fifteen students were awarded scholarships for college.

My bank loan has a 10 percent interest rate.