26.3 The Semicolon • Practice 1

Semicolons Used to Join Independent Clauses Use a semicolon to join independent clauses that are not already joined by the conjunctions *and, or, nor, for, but, so,* or *yet.* Semicolons may also be used to join independent clauses separated by either a conjunctive adverb or a transitional expression.

SEMICOLONS AND INDEPENDENT CLAUSES
No Conjunction: Sarah's best subject is math; John's is science. *Conjunctive Adverb:* We expect to win easily; nevertheless, we are still practicing very hard. *Transitional Expression:* His sister is an outstanding poet; as a result, she won the school poetry contest.

Semicolons Used to Avoid Confusion A semicolon may be used to avoid confusion when independent clauses or items in a series already contain commas.

SEMICOLON TO AVOID CONFUSION
This school, which is located at the east end of town, was built only a few years ago; but it will have to be closed now because enrollment is so low.

Exercise 1 **Using Semicolons Correctly.** In each sentence a comma is used instead of a semicolon. Circle the comma to show that a semicolon is needed.

EXAMPLE: Ken slept late(,) as a result, he missed his bus.

1. George decided not to walk to work, it was too far, and he had too little time.
2. Running through the park, Gail tripped, she scraped her knee badly.
3. I thought Barry's painting was excellent, in fact, it was the best in the show.
4. Pack a warm sweater for the trip, otherwise, you will be cold at night.
5. The tulips, which looked so beautiful this spring, were planted only last fall, however, we will have to move them when we build the new garage.
6. During the Golden Age of Greece, playwrights wrote great tragedies, they also wrote brilliant comedies.
7. If we expect to have this paper finished by May 15, we can't waste any time, therefore, let's begin planning it today.
8. After the plane had landed, mechanics checked its engines, as a result, they decided to ground the aircraft for three days.
9. If I am not awake by five o'clock, call me, otherwise, I will be late for work.
10. The man did not show up for his appointment that morning, instead, he left town.

Exercise 2 **Writing Compound Sentences with Semicolons.** Complete these sentences.

EXAMPLE: *I like to fish* ; however, *I do not enjoy baiting the hook.*

1. I like to receive high grades ; however, I don't enjoy studying .
2. Let's not go out to eat tonight ; instead, Let's cook dinner at home .
3. I like Bangladesh for many reasons ; for instance, it has the longest sea beach .
4. Simu is the best footballer ; in fact, he is the best athlete at school.
5. He is not improving his English ; moreover, he is a very lazy student .

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26.3 The Semicolon • Practice 2

Exercise 1 **Using Semicolons to Join Independent Clauses.** Read each sentence, and insert any necessary semicolons.

1. Jeb hurried to finish his project as a result, his work was slipshod and unacceptable.
2. Some of the volunteers were assigned the task of painting others were responsible for repairing the playground equipment.
3. Lester sent the hamburger back it was too rare.
4. The soup was cold the salad was limp the chicken was burned.
5. The prairie dog barked a warning immediately, all the rodents scampered for safety.
6. Marge had a cast on her leg nevertheless, she was the first one on the dance floor.
7. I expect you to be on time furthermore, be ready to work hard.
8. Ornamental fans were arranged on the walls large, comfortable cushions were scattered on the rug.
9. Mrs. Walker forgot to mail the payment consequently, the electricity was turned off.
10. The fans droned overhead the temperature rose steadily the students sat listlessly at their desks.

Exercise 2 **Using Semicolons and Commas to Avoid Confusion.** Read the following sentences, and circle any commas that should be semicolons.

EXAMPLE: Heather, who was eight, had always loved living in Aspen Park, a suburb of Detroit (,) but she faced the move without fear.

1. In a house with poor insulation, heat escapes through the walls and the roof, but adding more insulation can help keep the heat inside and can thus lower fuel bills.
2. This delicatessen, which is only a few blocks away from our house, has delicious roast beef, ham, and corned beef sandwiches, so Jerry and I always come here for lunch.
3. The three puppies that we kept from our poodle's first litter were Coco, a light brown female, Snowflake, a white female, and Tippy, a gray male.
4. Before the town restored this area, the street was lined with neglected homes, but now the houses, each with many rooms, have been remodeled as professional buildings.
5. In our family Christine, who is seventeen, plays the guitar, Julie, who is fifteen, plays the trombone, and Maxine, who is only nine, plays the bassoon.

Writing Application **Using Semicolons in Your Writing.** Write three original sentences, each using semicolons as indicated in the following directions.

EXAMPLE: Use a semicolon in a sentence with a conjunctive adverb.

The Johnsons were pet lovers; indeed, they had three cats, six dogs, and a dozen hamsters.

1. Use two semicolons to join three independent clauses in the same sentence.
The wind blew hard; the shutters rattled; the house shook.
2. Use a semicolon to join two independent clauses separated by on the other hand.
The cake looks good; on the other hand, fruit would be a lighter dessert.
3. Use a semicolon with two independent clauses that already contain commas.
We need to go home early, clean it and get ready for guests; we must wash the clothes, clean the floor and cook food.

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26.3 The Colon • Practice 1

The Colon as an Introductory Device Use a colon before a list of items following an independent clause.

COLON BEFORE A LIST
We traveled to three cities: Chicago, St. Louis, and Kansas City.

Special Uses of the Colon Use a colon in a number of special writing situations.

SPECIAL USES OF THE COLON	
Numerals Giving the Time	4:30 P.M. 8:00 A.M.
Salutations in Business Letters	Dear Sir:
Labels Used to Signal Important Ideas	Warning: Keep this medication out of the reach of children.

Exercise 1 **Using Colons as Introductory Devices.** Add colons where they are needed. Not every sentence needs a colon.

EXAMPLE: We bought three items a pencil, a pen, and an eraser.
We bought three items: a pencil, a pen, and an eraser.

1. This semester we are studying several civilizations: Egyptian, Greek, and Roman.
2. My list for camp includes the following items of clothing: shirts, shorts, sneakers, socks, sweaters, and swimming suits.
3. We saw many types of dogs at the show: collies, setters, poodles, beagles, and boxers.
4. Dad and I planted three trees: a pine, a birch, and a red maple.
5. Barbara's favorite colors were blue, yellow, and pink.

Exercise 2 **Using Colons in Special Situations.** Add colons where necessary in the items below.

EXAMPLE: 600 A.M.
6:00 A.M.

1. Dear Mr. Harper:
2. Notice: This building is closed until September 15.
3. Caution: Wash hands after use.
4. Dear Taxpayer:
5. 11:40 P.M.
6. Gentlemen:
7. Warning: substance is harmful if swallowed.
8. 12:19 A.M.
9. Dosage: Two tablets three or four times daily.
10. Dear Madam/Sir:

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26.3 The Colon • Practice 2

Exercise 1 **Using Colons as Introductory Devices.** Colons have been left out of some of the following sentences. Insert any necessary colons. Write *correct* for any sentence that does not need a colon.

1. We finally located several constellations: Orion, Taurus, Pisces, and Virgo. _____
2. Merry carried the following items on her first day of class: a pencil sharpener, an eraser, a box of crayons, and a lunch box. _____
3. It was once believed that the universe was made up of four elements: earth, water, air, and fire. _____
4. My favorite movies include *North by Northwest*, *The Best Years of Our Lives*, and *Mr. Smith Goes to Washington*. correct
5. The value of our property increased because of several improvements: landscaping the yard, blacktopping the driveway, and insulating the house. _____
6. Follow these rules for healthy teeth: brush at least twice a day, floss regularly, eat healthful foods, and visit your dentist twice a year. _____
7. Andrew has sailed in each of these oceans: the Pacific, the Atlantic, and Indian, and the Arctic. _____
8. Ninety-nine percent of the air we breathe is made of the gases nitrogen and oxygen. correct
9. From recycled paper, we can get these things: newspapers, cereal boxes, wrapping paper, cardboard containers, and insulation. _____
10. From recycled glass we get glass jars and tiles. correct

Exercise 2 **Using Colons in Special Situations.** Colons have been left out of the following expressions. Add the necessary colons.

1. Dear Colonel Landstrom:
2. 4:00 A.M.
3. Caution: Proceed at your own risk.
4. Dear Voter:
5. Warning: The Surgeon General has determined that cigarette smoking is dangerous to your health.
6. Danger: Jellyfish are in these waters.
7. Dear Sir or Madam:
8. 12:25 P.M.
9. Notice: Trespassers will be prosecuted.
10. My dear Ms. Hedden:

Writing Application **Using Colons in Your Writing.** Write five original sentences or examples according to the following directions, using colons as needed.

EXAMPLE: Write a salutation of a business letter. *Dear Senator Craig:*

1. Write a list of items following an independent clause.
   There are only three choices on the menu: steak, chicken and fish.
2. Write a list of items following a verb.
   We visited Seattle, New York, and Nevada.
3. Write a list of items following a preposition.
   They were greeted by turtles, ducks, and geese.
4. Write a sentence containing a numeral and an abbreviation giving the time.
   The snow began falling at 3:25 pm.
5. Write a label and an important idea it signals.
   Warning! Do not take internally.

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26.4 Quotation Marks With Direct Quotations

(Direct and Indirect Quotations; Direct Quotations with Introductory, Concluding, and Interrupting Expressions)

• Practice 1

Direct and Indirect Quotations A direct quotation represents a person's exact speech or thoughts and is enclosed in quotation marks (" "). An indirect quotation reports the general meaning of what a person said or thought and does not require quotation marks.

DIRECT AND INDIRECT QUOTATIONS	
Direct Quotations:	"Set the table for breakfast," Dad said.
	"Are you ready?" she asked.
Indirect Quotations:	Bill said that he would help me.
	Carol asked why we were going.

Direct Quotations With Introductory, Concluding, and Interrupting Expressions Expressions such as *he asked* are often used to identify the speaker in a direct quotation. These expressions can begin, conclude, or interrupt a quotation. Note that punctuation marks are usually placed inside the quotation marks.

PUNCTUATING DIRECT QUOTATIONS	
Introductory Expression	Barbara said, "Let's shovel the snow."
Concluding Expression	"I am happy," said Bill. "Hurry!" everyone yelled.
	"Will you join us tomorrow?" we asked.
Interrupting Expression	"That," we were informed, "is a snow leopard."
Two Sentences	"This is not the right way," George said. "Let's turn back."

Exercise 1 **Punctuating Direct Quotations.** Place quotation marks, commas, and other punctuation marks where they are required.

1. "The parakeet in that cage," Walter explained, "is named Polly."
2. "I wonder if you sell tape," Pam asked.
3. We asked when Halley's comet would appear.
4. "This book," he said, "was written by Barbara Tuchman."
5. "Pass me the ball," Sam yelled. "I can score a touchdown."
6. "Let's go!" they shouted.
7. The dentist said, "You have no cavities."
8. "This play," Claire announced, "has been canceled."
9. "Will you show me your pottery?" I asked the clerk. "I would like to buy a gift for someone."
10. "These Native American villages," the guide explained, "were abandoned centuries ago."

Exercise 2 **Writing Direct Quotations.** Complete these sentences.

EXAMPLE: I asked, "*When was this museum opened?*"

1. Carol said, "I've started a new job."
2. "The galaxy is many light years away," he explained.
3. "Where is the nearest restaurant?" we asked.
4. "What a boring match!" they exclaimed.
5. "The test will begin in five minutes," he announced.

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26.4 Quotation Marks with Direct Quotations (Direct and Indirect Quotations; Direct Quotations with Introductory, Concluding, and Interrupting Expressions)

• Practice 2

Exercise 1 **Distinguishing Between Direct and Indirect Quotations.** Read each of the following sentences carefully to determine whether it contains a direct quotation that requires quotation marks or an indirect quotation. If the sentence contains a direct quotation, write *D* in the blank. If it contains an indirect quotation, write *I*.

EXAMPLE: It was the same old story repeating itself, thought Bruce. D

1. Carol complained that her sister was never on time. I
2. I have noticed that, commented Bruce. D
3. I wish she would hurry, continued Carol. D
4. Bruce thought that the delay might make them miss the movie. I
5. He said that they should probably leave without her. I
6. Maybe she has a reason, said Carol. D
7. I, however, object to the casual way she operates, she added. D
8. Beginning to worry, Bruce decided that he should try to remain calm. D
9. Let's give her five more minutes, he suggested. D
10. That's a good idea, Carol agreed. D
11. Justine asked Ramon if he would like to stay for dinner. I
12. I hope the weather cooperates on the day of the party, whined Martha. D
13. The teacher explained, Acid rain is harmful to water in lakes, often killing fish and plants that live there. D
14. Oliver wondered if he could have some more porridge. I
15. Our highways could be much safer, declared Bob. D

Exercise 2 **Using Direct Quotations with Introductory, Concluding, and Interrupting Expressions.** The following direct quotations have not been correctly punctuated or capitalized. Rewrite each sentence, making the necessary corrections.

EXAMPLE: Elena said we will need at least twelve more
Elena said, "We will need at least twelve more."

1. "There will be no exceptions to this rule," the teacher announced.
2. Brian added, "After the wood is sanded, apply a thin coat of varnish."
3. "Two heads are better than one," said Sandra.
4. "Have you ever considered a permanent?" the hairdresser politely inquired.
5. "Do it now!" shouted Jake.

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26.4 Quotation Marks With Direct Quotations (Quotation Marks With Other Punctuation Marks, Quotation Marks for Dialogue) • Practice 1

Quotation Marks With Other Punctuation Marks Place a comma or a period inside the final quotation mark. Place a question mark or exclamation mark inside the final quotation mark if the end mark is part of the quotation and outside if the end mark is part of the entire sentence, not the quotation.

QUOTATION MARKS AND OTHER PUNCTUATION MARKS	
Commas and Periods:	"This car has a flat tire," Dad said.
Question Marks and Exclamation Marks Inside Final Quotation Marks:	Karl asked, "What is the homework assignment for today?"
Question Marks and Exclamation Marks Outside Final Quotation Marks:	I'm surprised that you can say, "I'm guilty"!

Quotation Marks for Dialogue When writing dialogue, begin a new paragraph with each change of speaker.

DIALOGUE
"Where are you traveling?" the old man asked me. He was looking at me with great curiosity. "I'm visiting my aunt and uncle in Los Angeles," I announced.

Exercise 1 **Punctuating Direct Quotations.** One or two punctuation marks have been left out of each sentence. Add them correctly to the sentences.

EXAMPLE: Ken asked, "What am I supposed to do"
Ken asked, "What am I supposed to do?"

1. The umpire shouted, "Play ball"!"
2. "There will be a full moon tonight", he said.
3. "How are we going to explain this to Mom"?" Connie asked.
4. Bill announced, "The library is closing in fifteen minutes".
5. Has everyone said, "You are lying"?"
6. He screamed, "Stop the car"!"
7. "Wait a minute"!" I shouted.
8. "I need a new pair of sneakers for track", Clara said.
9. Bob asked, "When does the planetarium show begin"?"
10. "Do these math problems ever become any easier", I wondered.

Exercise 2 **Paragraphing Dialogue.** Circle the first word in each sentence that requires indentation for a new paragraph.

"This library is enormous," Jim said. "where should we begin?" "I think the best place to start is the library catalog," Kathy suggested. "Yes," Jim agreed, "we can search for books on our subject, *Sioux Indians*." "We'll find all the books in the library that might help us," Kathy said. "Then we can look in the periodical section," Jim added. Kathy smiled. "That will give us plenty of information for our paper."

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26.4 Quotation Marks With Direct Quotations (Quotation Marks With Other Punctuation Marks, Quotation Marks for Dialogue) • Practice 2

Exercise 1 **Using End Marks with Direct Quotations.** End marks have been left out of the following sentences. Read each sentence and decide if the missing punctuation goes inside or outside the quotation marks. Then, add the necessary punctuation.

EXAMPLE: Has anyone said, "Please"
Has anyone said, "Please"?

1. Noel commented, "I can't think of a better reason".
2. Who said, "Waste not, want not"?
3. How could the owner have said, "My dog is friendly "?
4. How dare you say, "You weren't invited"!
5. My friend asked, "Why does firing a pistol start the race"?"
6. The pilot continued, "Is this your first flight"?"
7. Zelda excitedly announced, "I got the job!"
8. Ben said, "All he had ever asked for was a fair chance".
9. Will anyone say, "That is not what I meant"?
10. As the artist sketched, he muttered, "This still isn't right".."

Writing Application **Using Quotation Marks in Your Writing.** Choose one of the following topics or make up a topic of your own. Then write a dialogue consisting of at least fifteen sentences. Use as many different quotation rules as possible, and remember to punctuate and indent correctly.

A day at the beach
A broken promise
A moment of anger
A situation to be avoided
A change of opinion

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26.4 Underlining and Other Uses of Quotation Marks • Practice 1

When to Underline Underline the titles of long written works, publications published as a single work, movies, television and radio series, and works of music and art. Underline the names of individual air, sea, space, and land craft.

WORKS THAT ARE UNDERLINED	
Title of a Book:	The Deerslayer
Title of a Play:	King Lear
Title of a Movie:	Star Wars
Title of a Television Series:	Victory at Sea
Title of a Painting:	Night Watch
Name of Sea Craft:	the Lusitania
Number Used as Name:	Thirteen is an unlucky number.

When to Use Quotation Marks Use quotation marks around the titles of short written works, episodes in a series, songs, parts of a long musical composition, and the title of a work that is mentioned as part of a collection.

WORKS WITH QUOTATION MARKS	
Title of a Short Story:	"The Purloined Letter"
Title of an Article:	"How to Train Your Dog"
Title of a Song:	"Night and Day"

Exercise 1 **Punctuating Different Types of Works.** Use underlining or quotation marks with the works in each sentence.

EXAMPLE: I went to see the play Cats.
I went to see the play Cats.

1. Carol read that article in News Magazine.
2. Dad enjoys Cole Porter's song "I Get a Kick Out of You."
3. We heard Appalachian Spring performed by the local symphony orchestra.
4. The President quoted The New York Tribune.
5. Mom's article, "Balancing Your Career and Your Family," will be published next month.
6. The movie Amadeus deserved to win its many Oscar awards.
7. My uncle has a leading role in the play Kiss Me, Kate.
8. In his book, The American Family, I enjoyed chapter six, Family Vacations.
9. The television series The Honeymooners was extremely popular many years ago.
10. Fifteen has always been my lucky number.

Exercise 2 **Choosing the Correct Form.** Circle the correct form below.

EXAMPLE: The magazine "Modern World" or (Modern World)

1. Chekov's play (The Seagull) or "The Seagull"
2. An article titled My Life or ("My Life")
3. Longfellow's long poem (The Song of Hiawatha) or "The Song of Hiawatha"
4. The (Apollo 8) spacecraft or the "Apollo 8" spacecraft
5. A chapter entitled ("The Ageless Ones") or The Ageless Ones

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26.4 Underlining and Other Uses of Quotation Marks • Practice 2

Exercise 1 **Underlining Titles, Names, and Words.** Each of the following sentences contains a title, name, or word that needs underlining. Underline them.

EXAMPLE: The Lusitania sank in 1915 off the coast of Ireland.

1. I've seen Doctor Zhivago twice at the movies and once on television.
2. One of the three ships that brought Columbus to the New World was the Santa Maria.
3. Njal's Saga is a long epic poem written in Icelandic.
4. Grant Wood's American Gothic can be seen in the Art Institute of Chicago.
5. Lydia wanted to play the part of Helen Keller in the production of The Miracle Worker done at our school.
6. In the novel The Yearling, Jody learns that he cannot run away from his grief.
7. Many people think the number thirteen is unlucky.
8. Howdy Doody was one of the first television shows for children.
9. The librarian explained that back issues of the Herald Tribune were on microfilm in the periodical room.
10. Charles Lindbergh flew the famous Spirit of St. Louis.

Exercise 2 **Using Quotation Marks with Titles.** Each of the following sentences contains a title that needs quotation marks. Some of the sentences also contain titles that need underlining. Either enclose the titles in quotation marks or underline them.

EXAMPLE: My favorite song is Getting to Know You from The King and I.
My favorite song is "Getting to Know You" from The King and I.

1. "Song of High Cuisine" is a brief poem by Phyllis McGinley that ridicules such delicacies as snails and nightingales' tongues.
2. My favorite song from the musical Brigadoon is "There But for Fortune You Go I."
3. Did you see "The Battle of the Clingons" on Star Trek?
4. As do most of Ray Bradbury's short stories, "The Whole Town's Sleeping" has a startling conclusion.
5. While listening to "Sunrise," the first movement of the Grand Canyon Suite, we could almost see the morning light.

Writing Application **Using Underlining and Quotation Marks.** Write five original sentences, each including a specific example of one of the following items. Be sure to punctuate and capitalize correctly.

EXAMPLE: The title of a short poem
Reading the poem "Little Boy Blue" always makes me cry.

1. The title of a painting Picasso's Guernica is now in Spain.
2. A book title Her favorite book is Harry Potter.
3. The name of a specific ship or airplane British Airways is a very popular airline.
4. A song title "I'll never forget you" is his favorite song.
5. A magazine title The New York Times is a famous magazine.

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