

The semicolon and the colon are punctuation marks that separate parts of a sentence that might otherwise be confused.

RULE 1: Use a semicolon to join parts of a compound sentence when a conjunction such as *and*, *but*, or *or* is not used. Remember that a compound sentence has two or more simple sentences that are joined by a conjunction.

Albert Einstein made many discoveries in science; his theory of relativity changed scientific thought.

Einstein was born in Germany in 1879; he moved to the United States in 1933.

Einstein liked classical music; he played the violin.

RULE 2: Use a colon to introduce a list of items that ends a sentence. Use a phrase such as *these*, *the following*, or *as follows* before the list.

A list of the greatest scientists in history usually begins with **these** names: Newton and Einstein.

Einstein's relativity theory advanced new ideas about **the following**: time, space, mass, and motion.

Einstein wrote his famous equation **as follows**: $E = mc^2$.

Do not use a colon immediately after a verb or a preposition. Either leave out the colon, or reword the sentence.

Einstein **studied** mathematics, physics, and English.

During his lifetime he lived **in** Germany, Switzerland, and the United States.

RULE 3: Use a colon to separate the hour from the minute when you write the time of day.

Einstein's train left Princeton at 10:15 A.M. and arrived at New York City at 12:33 P.M.

RULE 4: Use a colon after the salutation of a business letter.

Dear Sir or Madam: Dear Mrs. Santiago:

Exercise 8 Using Semicolons and Colons

Write each sentence. Add any needed semicolons or colons. Write *correct* if the sentence needs no semicolon or colon added.

1. Albert Einstein was an original thinker he changed our view of the universe.
2. His relativity theory contained new ideas about time, space, mass, motion, and gravitation.
3. Einstein speculated about speeds faster than light no object has yet moved that fast.
4. Einstein worked for seven years at the Swiss Patent Office this job gave him the free time to carry out his scientific investigations.
5. Einstein summarized his relativity theory as follows we can never talk about space without talking about time.
6. Einstein's quantum theory led to the development of these inventions motion pictures with sound, television, and sophisticated security devices.
7. Einstein also thought about the problems of his day he wrote a letter to Franklin Roosevelt about developing the atomic bomb.
8. An atomic bomb was dropped on Hiroshima, Japan, at 645 A.M. on August 6, 1945.
9. In the 1950s Einstein was offered the presidency of the state of Israel he insisted he was not right for this position.
10. Einstein lived the last part of his life in Princeton, New Jersey he considered himself a citizen of the world.

Exercise 9 Using Semicolons and Colons

Write each numbered item in the business letter below. Add semicolons or colons where needed.

¹Dear Ms. Ntinga

²I am sorry that I missed your talk on Albert Einstein. ³I have Glee Club practice at 130 P.M. and could not be at the talk. ⁴I am planning to write about Einstein's life I hope you can suggest some good books. ⁵I bought these books *The Theory of Relativity* and *Einstein, Profile of the Man*.

Sincerely,
Jerome

Using Quotation Marks and Italics

RULE 1: Use quotation marks before and after a direct quotation.

"Sojourner Truth was born enslaved," said Graciela.

RULE 2: Use quotation marks around each part of an interrupted quotation.

"She was," explained Kazuko, "a great fighter against slavery."

RULE 3: Use a comma or commas to separate a phrase such as *he said* from the quotation itself. Place the comma outside opening quotation marks but inside closing quotation marks.

Victoria said, "Sojourner Truth became free in 1828."

"She finally received her freedom under a New York law," Manny added.

RULE 4: Place a period inside closing quotation marks.

Ms. Yu said, "Sojourner Truth preached concern for the welfare of others."

RULE 5: Place a question mark or an exclamation mark inside the quotation marks when it is part of the quotation.

Chi asked, "Did she find jobs for enslaved persons who escaped?"

RULE 6: Place a question mark or an exclamation mark outside the quotation marks when it is part of the entire sentence but not part of the quotation.

Did Ms. Yu say, "Sojourner Truth visited President Lincoln"?

RULE 7: Use quotation marks for the title of a short story, essay, poem, song, magazine or newspaper article, or book chapter.

"The Open Boat" [short story] "Shenandoah" [song]

RULE 8: Use italics (underlining) to identify the title of a book, play, film, television series, magazine, or newspaper.

The Grapes of Wrath [book] *National Geographic* [magazine]

Exercise 10 Using Quotation Marks and Italics

Write each of the following titles. Add the necessary quotation marks or underlining for italics.

1. The Necklace (short story)
2. By the Sea (poem)
3. Newsweek (magazine)
4. A Midsummer Night's Dream (play)
5. Women in Sports (newspaper article)
6. Back to the Future (film)
7. Ivanhoe (book)
8. Treasures of Lascaux Cave (magazine article)
9. Home Improvement (television series)
10. Self-Reliance (essay)
11. Hoop Dreams (film)
12. Amazing Grace (song)
13. New York Times (newspaper)
14. Casey at the Bat (poem)
15. The Morning (book chapter)

Exercise 11 Using Quotation Marks with Other Punctuation

Write each sentence. Add quotation marks and other punctuation marks where needed.

1. Sojourner Truth's real name was Isabella Baumfree said Winona
2. Sojourner Truth changed her name said Winona when she decided to preach.
3. Don't you think her talks and lectures have the ring of truth asked Maya
4. That helped make her one of the best-known American abolitionists of her day said Mr. Scruggs.
5. Abolitionists worked to end slavery said Ms. Yu.
6. Bertha asked What is a sojourner
7. Ms. Yu replied A sojourner is a traveler
8. Did Ms. Yu say Sojourner Truth worked to improve the lives of African Americans living in Washington
9. Bertha exclaimed What a brave woman she was
10. Go to the library Ms. Yu said and find a book about Sojourner Truth

Using Apostrophes and Hyphens

An apostrophe shows possession and points out the missing letters in a contraction. A hyphen divides a word between syllables and joins the parts of compound words.

RULE 1: Use an apostrophe and an -s ('s) to form the possessive of a singular noun.

girl + 's = girl's

Charles + 's = Charles's

RULE 2: Use an apostrophe and an -s ('s) to form the possessive of a plural noun that does not end in -s.

women + 's = women's

mice + 's = mice's

RULE 3: Use an apostrophe alone to form the possessive of a plural noun that ends in -s.

girls + 's = girls'

cities + 's = cities'

Do not use an apostrophe in a possessive pronoun.

These skates are **hers**.

Theirs are in the car.

RULE 4: Use an apostrophe to replace letters that have been omitted in a contraction. A contraction is a word that is made by combining two words into one and leaving out one or more letters.

it is = it's

you + are = you're

RULE 5: Use a hyphen to show the division of a word at the end of a line. Always divide a word between its syllables.

With her husband, Pierre, Marie Sklodowska Curie discovered radium and polonium.

RULE 6: Use a hyphen in compound numbers.

sixty-five pianos

forty-two experiments

RULE 7: Use a hyphen or hyphens in certain compound nouns. Consult a dictionary to be sure.

great-uncle

brother-in-law

attorney-at-law

editor in chief

Exercise 12 Using the Possessive Form

Write the possessive form of each word or group of words that follows.
Remember to use an apostrophe and an *s* ('s) or an apostrophe alone (').

- | | | | |
|--------------------|--------------|--------------------|-----------------|
| 1. men | 6. horses | 11. Mrs. Jacobs | 16. Mr. Sanchez |
| 2. child | 7. countries | 12. wolves | 17. reefs |
| 3. Lois | 8. babies | 13. day | 18. girls |
| 4. Ms. Marie Rossi | 9. pig | 14. President Ford | 19. his |
| 5. oxen | 10. house | 15. sheep | 20. teams |

Exercise 13 Using Apostrophes and Hyphens

Write each sentence. Add apostrophes and hyphens where needed.
Write *correct* if a sentence needs no changes.

- Marie and Pierre Curie discovered radium in 1898.
- The daughter of teachers, Marie studied chemistry and physics in Paris.
- In 1895 Pierre Curie became her husband.
- The Curies interest in the discovery of radioactivity led to their discovery of radium.
- The Curies, however, didnt discover radium until two years later.
- From more than twenty five tons of uranium ore, they isolated radium and polonium.
- For their work with radium and polonium, the Curies were awarded the Nobel Prize for physics in 1903.
- Marie Curies work with the chemical properties of radium and polonium won her a second Nobel Prize in 1911.
- Madame Curies daughter Irene and son in law Frederic Joliot also won a Nobel Prize for chemistry.
- In 1934 Marie Curie died of leukemia, the same disease that took her daughters life twenty years later.
- Eve Curies biography of her famous mother has been published in more than twenty languages.
- Its amazing to think of how much the Curies accomplished.
- In 1963 Maria Goeppert Mayer became the second woman ever to win a Nobel Prize in physics.
- Her award followed Marie Curies second Nobel Prize by fifty two years.
- Goeppert Mayers husband, Joseph E. Mayer, was a chemist.

RULE 1: Abbreviate the titles *Mr.*, *Mrs.*, *Ms.*, and *Dr.* before a person's name. Also abbreviate the professional or academic degrees that follow a person's name, as well as the titles *Jr.* and *Sr.*

Mr. Ed Hall **Jr.** Henry Wong, **M.D.** **Dr.** Ann Chu
 Juan Diaz, **Ph.D.** **Ms.** Ava Danko, **M.F.A.**

RULE 2: Use all capital letters and no periods for abbreviations that are pronounced letter by letter or as words. Exceptions are *U.S.* and *Washington, D.C.*, which do use periods.

NASA National Aeronautics and Space Administration

MVP most valuable player

RULE 3: Use the abbreviations *A.M.* (*ante meridiem*, "before noon") and *P.M.* (*post meridiem*, "after noon") for exact times. For dates use *B.C.* (before Christ) and, sometimes, *A.D.* (*anno Domini*, "in the year of the Lord," after Christ).

6:15 **A.M.** 5:30 **P.M.** 20 **B.C.** **A.D.** 476

RULE 4: Abbreviate calendar items only in charts and lists.

Mon. **Wed.** **Thurs.** **Jan.** **Apr.** **Aug.** **Nov.**

RULE 5: In scientific writing, abbreviate units of measure. Use periods with abbreviations of English units but not of metric units.

inch(es) **in.** foot (feet) **ft.** gram(s) **g** liter(s) **l**

RULE 6: On envelopes abbreviate the words that refer to streets in street names. Spell them out everywhere else.

Street **St.** Avenue **Ave.** Road **Rd.** Court **Ct.**

We live at the corner of Polaris **Avenue** and Maple **Court**.

RULE 7: On envelopes use state postal service abbreviations for the names of states. Everywhere else, spell out state names.

Indiana **IN** Arizona **AZ** Alabama **AL** Delaware **DE**
 Maryland **MD** Georgia **GA** Florida **FL** California **CA**

Exercise 14 Using Abbreviations

Write the correct abbreviation for each underlined item.

- | | |
|---|--------------------------------------|
| 1. <u>Mister</u> Dean Paxton | 11. <u>Friday</u> |
| 2. 4000 <u>before Christ</u> | 12. 16 <u>inches</u> |
| 3. <u>March</u> 2, 1988 | 13. Tampa, <u>Florida</u> |
| 4. Hugh Hunt <u>Junior</u> | 14. <u>Mister</u> Harold Wong |
| 5. 43 Palm <u>Court</u> | 15. <u>September</u> |
| 6. <u>Sunday</u> | 16. San Francisco, <u>California</u> |
| 7. <u>anno Domini</u> 63 | 17. <u>Internal Revenue Service</u> |
| 8. 456 Laguna <u>Street</u> | 18. 6 <u>feet</u> |
| 9. 8 <u>liters</u> | 19. 109 Van Dyke <u>Road</u> |
| 10. <u>Federal Bureau</u>
of Investigation | 20. <u>January</u> |

Exercise 15 Using Abbreviations

Write the correct abbreviation for each underlined item in the following sentences.

1. Representative Mari Ramos plans to speak about Elizabeth Blackwell.
2. Doctor Blackwell received her medical degree in 1849 from a college in Geneva, New York.
3. My National Organization for Women chapter will honor another Blackwell; Antoinette Brown Blackwell was the first ordained woman minister.
4. The first woman elected to the United States Senate was Senator Margaret Chase Smith from Maine.
5. The museum director presented a seminar on ancient Rome from 11:45 in the morning until 1:30 in the afternoon.
6. Juan Bosch Junior is known for giving interesting and lively seminars on various topics.
7. The museum is located at 1680 Sequoia Drive.
8. We learned that the first Roman emperor, Augustus, ruled from 27 before Christ to anno Domini 14.
9. Write to the Organization of American Historians at 112 North Bryan Street, Bloomington, Indiana 47401.
10. If you call, ask for Mister Bosch.

In charts and tables, you always write numbers as figures. However, in ordinary sentences, you sometimes spell out numbers and sometimes write them as numerals.

RULE 1: Spell out numbers that you can write in one or two words.

Jackie Robinson helped the Dodgers win **six** pennants.

RULE 2: Use numerals for numbers of more than two words.
The field at Dodger Stadium is **330** feet down the left-field line.

RULE 3: Spell out any number that begins a sentence or reword the sentence so that it does not begin with a number.

Fifty-five thousand fans turned out on opening day.

RULE 4: Write a very large number in numerals followed by the word *million* or *billion*.

In 1991 major league baseball attracted more than **56 million** fans.

RULE 5: If related numbers appear in the same sentence, use all numerals even though you might spell out one of the numbers if it appeared alone.

In 1953 the Dodgers won **105** games and lost **49**.

RULE 6: Spell out ordinal numbers (such as *first*, *second*, and *third*).

Jackie Robinson was the **first** African American to play in the majors.

RULE 7: Use words to express the time of day unless you are writing the exact time with the abbreviation A.M. or P.M.

Today's baseball game began at **two o'clock**.

Work ended at **5:15 P.M.**

RULE 8: Use numerals to express dates, house and street numbers, apartment and room numbers, telephone numbers, page numbers, amounts of money of more than two words, and percentages. Write out the word *percent*.

May **16, 1865** **241** Bryant St. Apartment **3G** **50 percent**

Exercise 16 Writing Numbers

Use the correct form for writing numbers in the following sentences. Write *correct* if the sentence needs no changes.

1. In the 1930s, many baseball games began at three o'clock in the afternoon.
2. Some World Series games began at twelve thirty P.M.
3. A good batter hits safely thirty percent of the time.
4. Jackie Robinson entered major league baseball in nineteen hundred forty-seven.
5. Robinson was born at the end of the 1st World War.
6. Later he gained fame as an all-star 2nd baseman for the Brooklyn Dodgers.
7. Robinson helped the Dodgers win the World Series for the first time in 1955.
8. In that World Series, each team won 3 times before the Dodgers won an exciting 7th game.
9. Robinson retired from baseball after his 10th season.
10. In his career, Robinson hit 273 doubles, 137 home runs, and fifty-four triples.
11. In Robinson's 1st season in the majors, the average salary was eleven thousand two hundred dollars.
12. In 1992 the average salary for major leaguers was more than 1,000,000 dollars.
13. Satchel Paige was a star pitcher in the Negro baseball leagues for more than 20 years.
14. Paige entered the major leagues in nineteen hundred forty-eight and was elected to the National Baseball Hall of Fame in nineteen hundred seventy-one.
15. Hank Aaron broke Babe Ruth's home-run record and hit a total of seven hundred fifty-five home runs in his career.
16. During the 2nd World War, many people attended women's-league baseball games.
17. A film about the women's leagues, titled *A League of Their Own*, was made in 1992.
18. Willie Mays led the National League in stolen bases 4 times and in home runs 4 times.
19. In 1961 the New York Yankees hit a record two hundred forty home runs.
20. 23 teams played in the National League between 1876 and 1900.