

Punctuation

Underlining (Italics), Quotation Marks, Apostrophes, Hyphens, Parentheses, Brackets, and Dashes

HELP

Sentences in the Diagnostic Preview, Part A, may contain more than one error.



Diagnostic Preview

A. Proofreading Sentences for the Correct Use of Underlining (Italics), Quotation Marks, Apostrophes, Hyphens, Parentheses, Brackets, and Dashes

Revise each of the following sentences so that underlining, quotation marks, apostrophes, hyphens, parentheses, brackets and dashes are used correctly.

EXAMPLE 1. "May I borrow your copy of 'Life' magazine?" Phil asked Alan.

1. "May I borrow your copy of Life magazine?" Phil asked Alan.

1. Boris Karloff (his real name was William Henry Pratt play the monster in the original movie version of Frankenstein.
2. "I've never known—do you? what the word *kith* means," Paul said.
3. "It (the new version of the software) corrects that problor said Steve.
4. I've heard that the parks new basketball court will be completed in June.

5. Anne said that "Norma couldn't understand why twenty two people had voted against having the dance on a Friday night.
6. "A two thirds majority said they didn't want to have it then, Shawn said.
7. Fred said, This magazine article titled Luxury Liners of the Past is interesting."
8. "Does the public library have copies of The Seminole Tribune or any other American Indian newspapers"? Tanya asked.
9. My sisters' enjoy reading folk tales like the stories in Two Ways to Count to Ten by Ruby Dee.
10. The Garcia's cat is I don't think they know living in our garage," Mary said.

B. Punctuating Quotations Correctly

Add quotation marks where they are needed in each of the following sentences.

EXAMPLE 1. I wonder why so many people enjoy collecting things, said J. D.

1. *"I wonder why so many people enjoy collecting things," said J. D.*

11. I know I do! Julia exclaimed.
12. Tomás said, My grandmother said, It's the thrill of the hunt.
13. Do you collect anything as a hobby? Josh asked Marsha.
14. No, Marsha answered, but I know a person who collects old cameras and antique costume jewelry.
15. My aunt collects John McCormack's records, Kevin said. Do you know who he is?
16. I'm not sure, Julia said, but I think that he was an Irish singer.
17. Yes, he sang in the opera; he also sang popular Irish songs such as The Rose of Tralee, Kevin said.
18. My stepbrother has a collection of arrowheads. He hasn't been collecting them very long, Sydney said.
19. You should see Mrs. Kominek's collection of Chinese jade carvings, J. D. said. It's great!
20. Some people—I'm sure you know—have odd collections, Josh said. For instance, my aunt collects old shoelaces.

3. The current Newsweek has an informative article on the famine in Africa.
4. Our school newspaper, the Norwalk Valley News, is published weekly.
5. Luis Valdez wrote and directed *La Bamba*, a movie about the life of the singer Ritchie Valens.
6. Mr. Weyer said that the *Oceanic* is one of the ocean liners that sail to the Caribbean.
7. I think the movie *The Sound of Music* has some of the most beautiful photography that I have ever seen and some of the most memorable songs.
8. Our local theater group is presenting *The Time of Your Life*, a comedy by William Saroyan.
9. Charles Lindbergh's *Spirit of St. Louis* is on display at the museum, along with the Wright brothers' *Flyer* and NASA's *Gemini IV*.
10. The best novel that I read during vacation was *The Summer of the Swans*.

Quotation Marks

15d. Use quotation marks to enclose a *direct quotation*—a person's exact words.

Be sure to place quotation marks both before and after a person's exact words.

EXAMPLES The sonnet containing the words "Give me your tired, your poor, / Your huddled masses / . . ." is inscribed on the Statue of Liberty.

"When the bell rings," said the teacher, "leave the room quietly."

Do not use quotation marks for an *indirect quotation*—a rewording of a direct quotation.

DIRECT QUOTATION Tom predicted, "It will be a close game."
[Tom's exact words]

INDIRECT QUOTATION Tom predicted that it would be a close game.
[not Tom's exact words]

15e. A direct quotation generally begins with a capital letter.

EXAMPLES Lisa said, "The *carne asada* isn't ready yet, but please help yourself to the guacamole."

While he was in prison, Richard Lovelace wrote a poem containing the well-known line "Stone walls do not a prison make."

15f. When an expression identifying the speaker interrupts a quoted sentence, the second part of the quotation begins with a lowercase letter.

EXAMPLE "Lightning has always awed people," explained Mrs. Worthington, "and many of us are still quite frightened by it."

A quoted sentence that is divided in this way is called a *broken quotation*. Notice that each part of a broken quotation is enclosed in a set of quotation marks.

When the second part of a divided quotation is a complete sentence, it begins with a capital letter.

EXAMPLE "I can't go today," I said. "Ask me tomorrow."

15g. A direct quotation can be set off from the rest of the sentence by one or more commas or by a question mark or an exclamation point, but not by a period.

If a quotation begins a sentence, a comma follows it. If a quotation ends a sentence, a comma comes before it. If a quoted sentence is interrupted, a comma follows the first part and comes before the second part.

EXAMPLES "I think science is more interesting than history," said Bernie.

Velma commented, "I especially like to do the experiments."

"Yes," Juan added, "Bernie loves experiments, too."

When a quotation at the beginning of a sentence ends with a question mark or an exclamation point, no comma is needed.

EXAMPLES "Is that a good video game?" Jane wanted to know.

"I'll say it is!" Debbie exclaimed.

HELP

To set off means "to separate."



15h. A comma or a period should be placed inside the closing quotation marks.

EXAMPLES "The Ramses exhibit begins over there," said the museum guide.

Darnell replied, "I'm ready to see some ancient Egyptian jewelry and artwork."

15i. A question mark or an exclamation point should be placed inside the closing quotation marks when the quotation itself is a question or an exclamation. Otherwise, it should be placed outside.

EXAMPLES "How far have we come?" asked the exhausted man.
[The quotation is a question.]

Who said, "Give me liberty or give me death"? [The sentence, not the quotation, is a question.]

"Jump!" ordered the firefighter. [The quotation is an exclamation.]

I couldn't believe it when he said, "No, thank you"! [The sentence, not the quotation, is an exclamation.]

When both the sentence and the quotation at the end of the sentence are questions (or exclamations), only one question mark (or exclamation point) is used. It is placed inside the closing quotation marks.

EXAMPLE Did Josh really say, "What's Cinco de Mayo?"

Exercise 2 Punctuating and Capitalizing Quotations

Use commas, quotation marks, and capital letters where they are needed in each of the following sentences. If a sentence is already correct, write *C*.

EXAMPLE 1. Let's go to a movie this afternoon, said Bob.

1. "Let's go to a movie this afternoon," said Bob.

1. When I shrieked in fear, the usher warned me to be quiet.
2. At the same time, Bob whispered it's only a movie—
calm down.
3. He pointed out that the people around us were getting
annoyed.

4. I quietly replied I'm sorry.
5. You shouldn't have screamed, he complained.
6. From now on I said to him I promise I'll try to be quiet.
7. When the lights came on, Bob said "it's time to go."
8. Outside the theater he muttered something about people who shouldn't go to scary movies.
9. I just couldn't help it I explained.
10. You were afraid Bob protested even during the credits!

Exercise 3 Punctuating and Capitalizing Quotations

Use capital letters, quotation marks, and other punctuation marks where they are needed in each of the following sentences.

EXAMPLE 1. Ashley Bryan wore traditional African clothes when he came to our school Elton said.

1. "Ashley Bryan wore traditional African clothes when he came to our school," Elton said.

1. Oh, like the clothes Mr. Johnson showed us in class Janell exclaimed
2. Elton asked have you read any of Ashley Bryan's books about African culture
3. I've read Janell quickly replied the one titled *Beat the Story-Drum, Pum-Pum*
4. I'd like to read that again Elton said those African folk tales are wonderful
5. Mrs. Ray thinks *Walk Together Children* is excellent Janell said
6. Isn't that Elton asked about African American spirituals
7. You're right Janell answered and Bryan wrote that spirituals are America's greatest contribution to world music
8. She added he grew up in New York City and began writing stories and drawing when he was still in kindergarten
9. Did you know Elton asked that he illustrated his own books
10. Bryan made woodcuts to illustrate *Walk Together Children* he added.



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Exercise 4 Creating Direct Quotations

Revise each of the following sentences by changing the indirect quotation to a direct quotation. Be sure to use capital letters and punctuation wherever necessary.

- EXAMPLE 1. I asked my grandmother whether she would like to help us paint our float.
1. *"Grandma," I asked, "would you like to help us paint our float?"*
1. Mayor Alaniz announced that he would lead the parade this year.
 2. Ms. Feldman asked me what my plans for the big parade were.
 3. I answered that my brother and I were building a float.
 4. She exclaimed that she thought our float would look terrific.
 5. Ron remarked that our float probably had something to do with sports.
 6. I told Ron that he was exactly right.
 7. Alinda asked me what sports will be represented on the float.
 8. I replied that the float will salute swimming, soccer, and tennis.
 9. Ron said excitedly that he would love to help.
 10. Ms. Feldman said that my brother and I would probably be glad to have help.

15j. When you write dialogue (a conversation), begin a new paragraph every time the speaker changes.

EXAMPLE The young man smiled, and said, "My old master, now let me tell you the truth. My home is not so far away. It is quite near your temple. We have been old neighbors for many years."

The old monk was very surprised. "I don't believe it. You, young man, will have your joke. Where is there another house round here?"

"My master, would I lie to you? I live right beside your temple. The Green Pond is my home."

"You live in the pond?" The old monk was even more astonished.

"That's right. In fact," said Li Aiqi, in a perfectly serious tone, "I'm not a man at all. I am a dragon."

"Green Dragon Pond," a Bai folk tale