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## **Acknowledgments**

**Project Manager** Monique Brewer

**Writers:** Shannon Mitchell, Leanne Baugh, Julie Kelly

**Copy Editor:** Monica Morris, Kate Restson

**Teacher Reviewers:** Helen Eng—School District 45, West Vancouver

Lloy Falconer—School District 63, South Island Distance Education

**Production Technicians:** Beverly Carstensen, Brian Glover, Christine Ramkeesoon

**Graphics Coordinator:** Janet Bartz

**Illustrators:** Max Licht, Cal Jones

**Instructional Design:** Carol Orom

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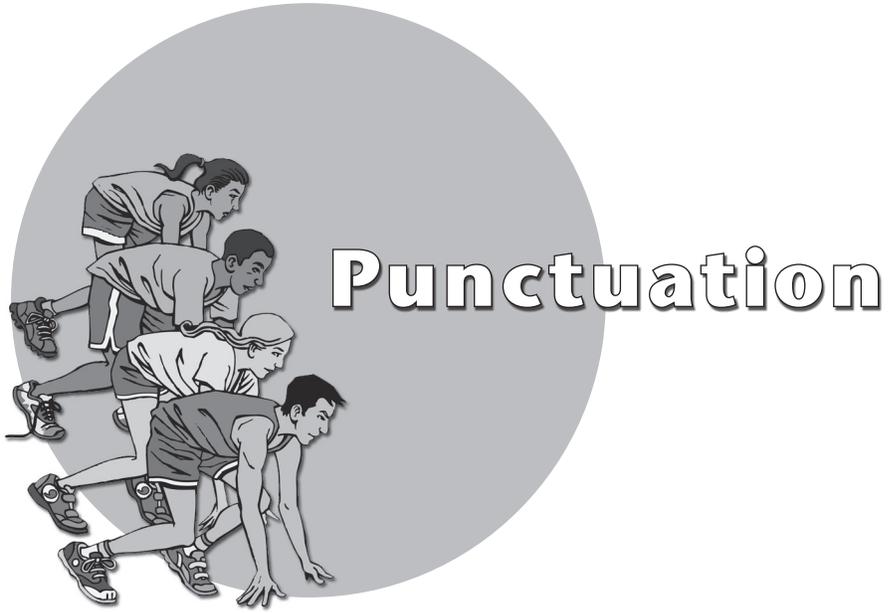
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When should you use a colon instead of a semicolon?  
Where do you place a comma in a coordinate  
conjunction? When do you use a dash or an ellipsis?  
This resource will show you the basics about proper  
punctuation.



# Punctuation Checkup



## Instructions

The text on the following page contains many errors pertaining to punctuation. Punctuation errors include mistakes in the use of the apostrophe, capitalization, colon, comma, hyphen, parentheses, dash, ellipsis, quotation marks, and semicolon.

Read through the text titled “Cultural Exchange Programs” and underline any word containing an error or any piece of punctuation that is incorrect. If punctuation is missing or incorrect, underline the word preceding it.

Once you have completed the Punctuation Checkup, compare your answers to the key on page 243. If you find all the errors of a particular type, then place a checkmark in “Topic Mastered.” If you miss an error of a particular type, then place a checkmark in “Topic to Review.” You may then use this chart to guide what topics you need to review in this section.

Error Type	Topic Mastered	Topic to Review
1. apostrophe		
2. capitalization		
3. colon		
4. comma		
5. hyphen		
6. parentheses, dash and ellipsis		
7. quotation marks		
8. semicolon		

## Checkup



### Cultural Exchange Programs

Thousands of High School students around the world take part in cultural exchange programs. These students spend a few months, or even a full year living and going to school in another country. Some of the most popular countries Canadian exchange students go to are France, Spain, Italy, and Germany. Cultural exchange students have a real-life-study of another countrys' culture, traditions, language, and history. For example, students learn that there is more to France than french fries.

Many students' (who go to live in another country on an exchange program) have never before lived away from home. Homesickness is a very natural experience at the beginning. However: after students get settled in with their host family, acclimatized to the culture, and enrolled in school, the homesickness' usually goes away quickly.

Teenagers' who participate in cultural exchange programs can benefit on many levels. Academically: exchange students are often challenged. They are expected to take a full slate of courses at school that is more often than not taught in -- a foreign language. Exchange students must be patient with themselves as they learn a new language. they also must be, flexible and adaptable to new circumstances. A student who recently returned from an exchange stated, "This experience has changed my life forever.

In terms of personal development -- an exchange program can be an invaluable experience. Students can grow on many levels; cultural exchange programs offer young people the opportunity to mature both personally and intellectually. The life experience gained from exchange programs has helped many students by Boosting self-confidence, encouraging independence, and developing leadership skills.

Students who embark upon a cultural exchange often come back home with exciting stories of learning, living, and experiencing-another-culture. One student commented; "Going on a student exchange to Holland opened up my world.

# Apostrophe



The **apostrophe** has three main purposes: to replace missing letters, to form contractions, or to show possession.

**Use the apostrophe to take the place of a letter or letters omitted from contractions.**

has not	hasn't
it is	it's
cannot	can't

**Use the apostrophe to take the place of a letter or number that has been omitted.**

He yelled, "I'm takin' the ball and goin' home."

Do you remember the summer of '99 when we went tubing down the Fraser River?

**Use the apostrophe to show possession or ownership.**

Singular nouns usually take an apostrophe and s.

my grandmother's house  
The student's book



If a singular noun ends with an s or z sound, you may just add an apostrophe or an apostrophe and s. Choose the one that sounds better to your ear.

**Thomas'** book or **Thomas's** book  
In both cases the book belongs to Thomas.

**Plural nouns** take only an apostrophe if the word ends in **s**.

my grandparents' house  
(The house belongs to both my grandparents.)

If a **plural noun** does not end in **s**, add an apostrophe and **s**.

the team's bus (The bus belongs to the team.)

**Shared possessives** (possession is shared by more than one noun) take an apostrophe and **s** on the last noun only, unless the nouns do not share equally.

Ted and Fred's restaurant  
(The restaurant belongs to Ted and Fred.)

**Compound noun possessives** take an apostrophe on the last word in the compound noun.

my brother-in-law's boat  
the high school's gym

## Misuses of Apostrophes

### Do not use the apostrophe to form plurals.

When you mean more than one, simply add an s.

The **cats** lived in the old barn.

(No apostrophe is needed because there is no ownership.)

There are thirty-eight thousand **teachers** in B.C.

(No apostrophe is needed because there is no ownership.)

### Watch out for the most common errors of all.

Do not use **it's** (it is) when you mean **its** (possessive pronoun)

Do not use **who's** (who is) when you mean **whose** (possessive pronoun)

Do not use **you're** (you are) when you mean **your** (possessive pronoun)

**It's** (it is) a great day to be studying.

The dog wagged **its** tail when the boy came home.

**Who's** (who is) going to the party?

**Whose** party is it?

**You're** a great singer.

**Your** grammar is improving.

### Match the apostrophes with acronyms.

Traditionally, following an acronym with an apostrophe s to pluralize has been considered grammatically incorrect. However, this usage has become so commonplace that most consider this usage now correct.

There are five CD's in the package.

**or**

There are five CDs in the package.

## Quiz Yourself: Apostrophe

For each sentence, circle the word that correctly completes the sentence.

1. What is \_\_\_\_\_ phone number?
  - a. Tim's
  - b. Tims
2. \_\_\_\_\_ you hear that the exam was changed to next week?
  - a. Didn't
  - b. Didnt
3. \_\_\_\_\_ a very bad idea to get into a car if the driver has been drinking.
  - a. Its
  - b. It's
4. \_\_\_\_\_ having the party tonight?
  - a. Who's
  - b. Whose
5. It drives me crazy when the \_\_\_\_\_ bark all night long.
  - a. dog's
  - b. dogs
6. Have you made a decision whether \_\_\_\_\_ going to go to university or go backpacking in Europe?
  - a. your
  - b. you're

## Quiz Yourself: Apostrophe

Continued

7. Did you know that \_\_\_\_\_ leaving the city for good?
  - a. their
  - b. they're
  
8. Our \_\_\_\_\_ car is a convertible BMW.
  - a. neighbour's
  - b. neighbours
  
9. The group made \_\_\_ decision on what to do for the chemistry project.
  - a. it's
  - b. its
  
10. Tina and \_\_\_\_\_ apartment was robbed when they accidentally left the door unlocked.
  - a. Emmas
  - b. Emma's

## Challenge Yourself: Apostrophe

Correct each sentence by adding or deleting apostrophes. In some cases you may have to delete the wrong form of a word and replace it with a new word that contains an apostrophe.

1. Student's at our high school organized a garage sale to raise money for a local charity.
2. The idea for a fundraiser was originally Jennifers.
3. However, it didnt take long for others to jump on board.
4. Prem, Jane, and Ellen were in charge of gathering all the item's to sell.
5. Their all busy studying for their provincial exams, but somehow they found the time to help out.
6. Sanjays grandparents were moving out of their house into an apartment, so they donated a lot.
7. All the items were stored in Molly's parents garage before the sale.
8. Jake had a question: "Whose going to collect the money and deposit it into the bank?"
9. Jennifer told Jake, "As treasurer, your the money guy."
10. Its a good thing we were organized as there's a lot of work in organizing a garage sale.
11. When we delivered the check to the charity, the executive director said, "Your the greatest."

# Capitalization



Capitalize the first word of a sentence and proper nouns—the names of people, places, and things. The following are specific examples.

## The first word of a sentence and the personal pronoun “I.”

Do you want me to buy you a sandwich when I stop at the deli?

## Capitalize the first word in a direct quotation.

See the tutorial titled “Quotations Marks” for more information.

“Sure, I’ll get you a sandwich,” Cam said. “What kind of bread do you want?”  
“Wholewheat, please,” I replied.

When Grant overheard his father say, “Let me take the wheel for a while,” he shuddered.

## Capitalize the names of people, their initials, abbreviations, and titles.

Mr. Brown  
Nellie McClung

Constable M.R. Davis  
Dr. Raymond Wu  
Prime Minister Lester B. Pearson

## Capitalize titles that indicate family relationships when these titles are used with a name or in place of a name.

Family Titles	General Relationships
Aunt Gertrude	her aunt
Grandfather Stacey	our grandfather
Where is Mother?	my mother went

Capitalize official titles when these titles are used with a name.

Official Titles	General Titles
Mayor Jones	the mayor
Doctor Jack	the doctor

Capitalize regional names (cities, provinces, countries, sections within countries, continents) and abbreviations derived from them.

Kitimat      The West Coast      Antarctica      British Columbia (BC)

Capitalize names of specific bodies of water, rivers, and streams.

Thompson River      East Barrier Lake      Pacific Ocean

Capitalize common nouns used as part of a place name.

<b>Common</b>	<b>Proper</b>
street	Oak Street
mountain	Rocky Mountains
river	Skeena River
theater	Queen Elizabeth Theatre
school	Rockridge Secondary School

Do not capitalize compass directions, north, south, east, or west, except when they are an area or section of the country or part of a street address.

When jobs were scarce on the **West Side**, the family moved east.  
If you walk **north** on **North Street**, you will find the correct address.  
I'm lost—do we travel **north** or **west** to reach the hotel?

Capitalize the names of races, languages, nationalities, and the adjectives derived from them.

First Nations      Italian cooking      Aboriginal education  
Japanese      Spanish music

**Capitalize the name of languages.**

Canadians speak **English** and **French**.

**Capitalize the names of religions, the adjectives derived from them, the followers of each religion, and their sacred writings.**

Muslims	Christians
Koran	Buddhist temple
Bible	Jewish holidays

**Capitalize the names of organizations, clubs, historical events and periods of time, and abbreviations derived from them.**

Middle Ages	Industrial Revolution	War of 1812
Tim Hortons	United Nations (UN)	Edmonton Oilers

**Capitalize the names of months, days of the week, and holidays, but not seasons.**

Monday	Thanksgiving Day
December	summer

**Capitalize titles.**

Capitalize important words in titles of movies, books, magazines, plays, newspapers, poems, TV shows, works of art, pieces of music, and named structures. The first and last word of a title are always capitalized.

<i>Pride and Prejudice</i>	<i>TV Guide</i>	<i>The Globe and Mail</i>
<i>The Memorial Arena</i>	<i>Mona Lisa</i>	<i>The Fellowship of the Rings</i>
<i>O Canada</i>		<i>The Hitchhiker's Guide to the Galaxy</i>



Don't capitalize these small words in titles:  
coordinate conjunctions (**or, and, but**, etc.)  
articles (**a, an, the**)  
short prepositions (**to, of, at, in**, etc.)

## Capitalize letter greetings and closings.

**Greetings**—Capitalize the first letter in all significant words.

To Whom It May Concern:

Dear Mom,

**Closings**—Capitalize only the first letter of the first word and any proper nouns.

With love,

Yours truly,

## Capitalize school subjects and languages.

Capitalize the name of a school subject when it is the name of a specific course, but do not capitalize general subject areas.

Specific Course	General Subject
Physics 12	science
Social Studies 11	geography



Any general subject areas that are also proper nouns should be capitalized. For example:

All students take an English class.

## Quiz Yourself: Capitalization

Rewrite each sentence, changing the lower case letters to capital letters where appropriate.

1. the trees leaned toward the north after the hurricane.
2. i think main street needs a good bus system.
3. "trust me, I know what i'm doing," brian said. "your car is not hard to fix."
4. sara always buys the saturday edition of *the vancouver sun* newspaper.
5. sam went to see dr. kumar who worked with other doctors at the clinic.
6. the chongs just returned to victoria from their holiday in hong kong.
7. henry said, "will you go with us, or do we have to go to mount washington alone?"
8. I like to watch spanish dancing on tv.
9. I travelled from Horseshoe bay to west Vancouver in a limo.
10. *The amber spyglass* was my favourite book in middle school.

## Challenge Yourself: Capitalization

Rewrite each sentence, changing the lower case letters to capital letters where appropriate.

1. The instructions for the car rally sounded simple at first.
2. We were to drive north on harrington street and then head to juniper street towards the beach.
3. We drove for 8 kilometers but didn't see the world war II memorial where our next clue was hidden.
4. We found the war memorial and our next clue at the corner of palisade drive and belmont avenue.
5. The next leg of the car rally took us all the way out of town on highway 23 to mitchell lake.
6. We were supposed to find the next clue hidden under a rock in front of the beach view motel.
7. But when we got to the T-intersection, we weren't sure whether to turn north or south.
8. We stopped a pedestrian to ask for directions, but she didn't speak English.
9. We drove for about 10 minutes before we ran out of gas. There wasn't an Esso station in sight.
10. Obviously, our team didn't win the grand prize - McDonald's French fries coupon.

# Colon



A **colon** is a piece of punctuation that has a number of functions.

## Use a colon after the greeting in a business letter.

Dear Sir:  
To Whom It May Concern:

## Use a colon to separate hours and minutes.

They have recess at 10:15.  
The plane departs at 14:10.

## Use a colon to express a ratio.

The study revealed that cats outnumbered dogs by 3:1.

## Use a colon to separate acts from scenes in a play.

Act III: Scene 2 is my favourite part of the play.

## Use a colon to set off dialogue for a play or other script.

Principal: Kajra, why were you late this morning?  
Kajra: The power went off, so I slept in.

## Use a colon to separate a title from a subtitle.

My new book is called *Hot Stuff: One Hundred Ways to Make Chili*.

## More Complex Usage

Colons can be used after a complete sentence or independent clause to draw attention to specific information that follows.

**Use a colon to introduce items in a long list if the introductory clause can stand by itself.**

I will bring the following: pop, chips, napkins, and plates.

**Use a colon to introduce a quotation if the introductory sentence can stand by itself.**

Even the experts seem to agree: “One consistent finding is that more than half the teenagers studied wish they had more time for sleep.”

**Use a colon to introduce an explanation or definition if the introductory clause can stand by itself.**

**The second clause may be a sentence fragment.**

The dog and cat finally found something in common: enjoying a peaceful sleep in front of a warm fireplace.

**The second clause may be a complete sentence.**

The dog and cat finally found something in common: they both enjoy sleeping in front of a warm fireplace.

**Use a colon to introduce contrasting statements.**

It was useless to try pleasing him: he criticized everything.

**Use a colon to highlight a situation, especially if it seems a bit dramatic.**

Running along the cliff, the hiker knew he had only one chance to escape from the charging beast: jump.



Capitalizing the first word after the colon when a complete sentence follows is optional.

## Quiz Yourself: Colon

Punctuate each sentence by inserting a colon where appropriate.

1. My brother likes oranges my sister hates them.
2. There is only one reason for this problem he never learned to drive properly.
3. My morning routine looks like this wake up, brush my teeth, and run to school.
4. The car has a number of extras sun roof, tinted windows, heated seats, and wing mirrors.
5. The following creatures are all imaginary vampires, werewolves, zombies, and elves.
6. Her chess advice, I remember, was this "Make sure you plan at least two moves ahead."
7. My favourite part of *Hamlet* was Act III Scene 2.
8. We have set a house rule do your homework before watching television.
9. My final answer still stands "No!"
10. I enjoy reading novels by Jane Austen are among my favourites.

## Challenge Yourself: Colon

Correct the following sentences by inserting or deleting a colon where appropriate.

1. Boys who play “action adventure” and “sport” video games outnumber girls by a ratio of 51.
2. Both of these types of video games share one important factor they contain violence.
3. Dr. Samuel Barton is the author of a new study titled *Video Games The Beginning of Aggression*.
4. His study found an increase in the following behaviours verbal attacks and physical attacks.
5. Dr. Barton states something important “Playing a violent video game fosters aggressive thoughts.”

# Comma



A **comma** is a piece of punctuation that has a variety of uses, but its purpose is mainly to keep words and ideas clear.

**Use a comma to separate items in dates and places.**

July 1, 1908

Prince George, British Columbia

**Use a comma in the openings of friendly letters and in the closings of all letters.**

Dear Grandmother,

Yours truly,

**Use a comma to separate initials from surnames, and to separate titles from surnames.**

Mitchell, W.O.

James Brown, B.Sc.

**Use a comma between words or groups of words in a series.**

My lunch contained sandwiches, an apple, cake, and one raw carrot.

**Use a comma to separate adjectives before a noun.**

Trilby bought a shiny, new, red, sports car.

They looked out on the choppy, grey sea.



If the word “and” can be inserted between ideas, insert a comma.

### Use a comma before a coordinate conjunction in a compound sentence.

Commas are used to separate independent clauses (clauses that can stand by themselves) in a compound sentence.

Independent Clause	Conjunction	Independent Clause
The day felt chilly,	<b>but</b>	we went to the pool.
The dog licked my hand,	<b>and</b>	I knew I had to take her home.

### Use a comma to set off introductory words and phrases.

Commas are used to set off introductory words or phrases that cannot stand alone as a sentence.

Introductory Phrase	Independent Clause
If I win the lottery,	I will move to Fiji.
While waiting for the bus,	I fell asleep.

### Use a comma to set off words that interrupt the main idea of a sentence.

My boss, for example, donated thousands of dollars to charity last year.  
It may not be my place, however, to say this.

Interrupters			
by the way	however	still	incidentally
for example	furthermore	in fact	of course

### Use a comma to set off appositives.

An appositive is a word or phrase that adds extra information about the noun that appears before it in a sentence.

Noun	Appositive	
Leo,	<b>my youngest brother,</b>	was born on Canada Day.
The town of Kitchener,	<b>once known as Berlin,</b>	is in Ontario.

### Use a comma to set off non-essential words and phrases.

**Example:** My dog, who is five-years old today, can sit, shake a paw, and roll over on command.

**Explanation:** The clause “who is five-years old today” is extra information and not essential to understanding the sentence and is, therefore, placed between commas.

**Example:** My car accident, which happened on Main Avenue and Third Street, involved a cyclist.

**Explanation:** The clause “which happened on Main Avenue and Third Street” is also not essential to understanding the sentence.

**Example:** My friend who rides a motorcycle is always trying to get me to ride with him.

**Explanation:** In this case, the clause “who rides a motorcycle” is essential to understanding the meaning of the sentence; without it, the identity of the friend would be unclear. Therefore, no commas are placed around the phrase.

**Example:** The book that is on the table is mine.

**Explanation:** In this sentence “that is on the table” is important because it tells which book is mine. There might be books in other places, but this sentence is concerned with the book on the table.

### Use a comma to set off the name of the person addressed (spoken to).

I have finished my lesson, Miss Kim.

Close the door, Marion, when you leave the room.

### Use a comma in quotations.

“I told you,” said the coach, “to get to bed early the night before a game.”

## Quiz Yourself: Comma

Circle the correct answer from the choices given.

1. My father was born on \_\_\_\_\_ .
  - a. Monday, January 18th, 1954.
  - b. Monday January 18th, 1954.
  
2. My father was born in \_\_\_\_\_ .
  - a. Honolulu Hawaii, U.S.A.
  - b. Honolulu, Hawaii U.S.A.
  - c. Honolulu, Hawaii, U.S.A.
  
3. Because her alarm was \_\_\_\_\_ she missed her class.
  - a. broken
  - b. broken,
  - c. , broken
  
4. Today was her sister's \_\_\_\_\_ so she took her out for dinner.
  - a. birthday
  - b. birthday,
  - c. , birthday
  
5. After class, \_\_\_\_\_ I went jogging.
  - a. but, before lunch
  - b. but, before lunch
  - c. but before lunch,

continued on next page

## Quiz Yourself: Comma

Continued

6. Students \_\_\_\_\_ only harm themselves.
  - a. who, cheat
  - b. who cheat,
  - c. who cheat
  
7. Apples \_\_\_\_\_ grow in my parents' orchard.
  - a. , which are my favourite fruit,
  - b. which are my favourite fruit
  
8. The candidate promised to \_\_\_\_\_ and end unemployment.
  - a. lower taxes protect the environment reduce crime,
  - b. lower taxes, protect the environment, reduce crime
  - c. lower taxes, protect the environment, reduce crime,
  
9. In this case \_\_\_\_\_ I don't think you were to blame.
  - a. , however
  - b. , however,
  
10. Jason said, \_\_\_\_\_ "I never want to see you again."
  - a. in a rage,
  - b. in a rage
  - c. in, a rage

continued on next page

## Quiz Yourself: Comma

Continued

11. \_\_\_\_\_ Joe's political career is over.
  - a. If, the opposition wins,
  - b. If the opposition wins,
  
12. A nineteen year old \_\_\_\_\_ is considered an adult.
  - a. in British Columbia
  - b. in British Columbia,
  - c. in, British Columbia
  
13. Twelve hundred dollars \_\_\_\_\_ is too much to pay for that rusted-out truck.
  - a. I think
  - b. , I think,
  
14. When the snow finally stops \_\_\_\_\_ we'll shovel the driveway.
  - a. falling,
  - b. falling
  - c. , falling
  
15. The treasure chest \_\_\_\_\_ some costume jewellery, and five thousand Canadian Tire dollars.
  - a. contained three wigs,
  - b. contained, three wigs,

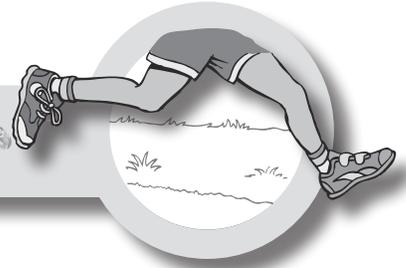
## Challenge Yourself: Comma

Correct the following sentences by either inserting or deleting commas where appropriate.

1. Skateboarding, which my brother is crazy about is a different experience for different people.
2. For some skaters skateboarding is a sport, where skaters perform tricks or ride the ramps.
3. For others however the skateboard is used as a mode of transportation.
4. This is a dangerous way to get around town but, many people do it.
5. Some people, take skateboarding very seriously.
6. For example my brother said "For me, skateboarding is like a religion."
7. Although I'm not an avid skateboarder I understand what he was saying.
8. When I skate my feelings include joy peace excitement and contentment.
9. My friends have taught encouraged pushed and challenged me to be the best skater I can be.



# Hyphen



**Hyphens** are used to form compound words or join word groups.

## Use a hyphen in some compound words.

I got dizzy just watching the children on the **merry-go-round**.  
My **brother-in-law** is a police officer.



Not all compound words need hyphens, so check the dictionary if you're not sure.

## Use a hyphen with some prefixes and some suffixes.

He is an **ex-hockey** player.  
She was very **non-specific** in her request.

## Use a hyphen to link names or other identifiers that belong together.

Lord **Baden-Powell** established the Boy Scouts.  
My background is **Chinese-Canadian**.

## Use a hyphen in compound numbers from twenty-one to ninety-nine.

There are **forty-two** cars in the parking lot.  
My grandmother will be **seventy-seven** next week.

## Use a hyphen fractions, when written out as words.

**Two-thirds** of the school voted for me as class president.  
We still had **three-quarters** of a tank of gas.

Use a hyphen when two or more words are joined to form a single adjective before the noun.

The **fourteen-year-old** dog was remarkably healthy.  
The mayor presented a **common-sense** solution.

Use a hyphen with nouns that follow a single letter.

She wore a **V-neck** sweater to the party.  
We went the wrong way, so we had to make a **U-turn**.

Use a hyphen to make long words clearer, especially ones that contain repeated letters.

My doctor gave me an **anti-inflammatory** for my swollen knee.  
The rocket is about to **re-enter** the atmosphere.

Use a hyphen to create special effects.

**B-b-ut**, that's not what I meant!



## Quiz Yourself: Hyphen

Circle the option that correctly punctuates the sentence provided.

1. He accidentally drove down a one way street.
  - a. He accidentally drove down a one-way street.
  - b. He accidentally drove down a one-way-street.
  
2. The folk festival didn't start until mid January, so Jeremy had time to practise his guitar.
  - a. The folk-festival didn't start until mid January, so Jeremy had time to practise his guitar.
  - b. The folk festival didn't start until mid-January, so Jeremy had time to practise his guitar.
  
3. The trip to Mexico was an all inclusive special, so David and John didn't have to pay extra for airfare.
  - a. The trip to Mexico was an all inclusive special, so David and John didn't have to pay extra for air-fare.
  - b. The trip to Mexico was an all-inclusive special, so David and John didn't have to pay extra for airfare.
  - c. The trips to Mexico was an all-inclusive special, so David and John didn't have to pay extra for air-fare.
  
4. The uniform in the museum was thought to be from the pre Civil War era.
  - a. The uniform in the museum was thought to be from the pre-Civil War era.
  - b. The uniform in the museum was thought to be from the pre-Civil-War era.
  
5. Margaret Atwood is a well known-author in Canada and elsewhere in the world.
  - a. Margaret Atwood is a well-known author in Canada and elsewhere in the world.
  - b. Margaret Atwood is a well known author in Canada and elsewhere in the world.

## Quiz Yourself: Hyphen

Continued

6. Her sister in law is the manager at the restaurant where I work.
  - a. Her sister-in-law is the manager at the restaurant where I work.
  - b. Her sister in-law is the manager at the restaurant where I work.
  
7. Rock music has been popular from the mid 60s right up to the present.
  - a. Rock music has been popular from the mid-60s right up to the present.
  - b. Rock music has been popular from the mid-60s right up-to-the-present.
  
8. My grandfather turned eighty nine in June.
  - a. My grandfather turned eighty-nine in June.
  - b. My grand-father turned eighty-nine in June.
  
9. Leticia's ancestry was African American.
  - a. Leticia's-ancestry was African American.
  - b. Leticia's ancestry was African-American.
  
10. Li-Ting was trying to find full time work during her summer holidays.
  - a. Li-Ting was trying to find full-time work during her summer holidays.
  - b. Li-Ting was trying to find full-time-work during her summer holidays.

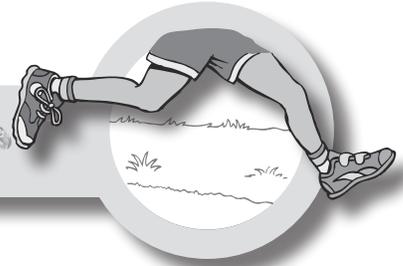
## Challenge Yourself: Hyphen

In the following sentences, insert hyphens where appropriate. Some sentences may require more than one hyphen.

1. Charlotte Bronte was a great nineteenth century novelist.
2. His six year old daughter could read very well.
3. Holden was a very well known performer in the theater community.
4. The ocean kayaking trip was a never to be forgotten experience.
5. She had to maintain her self control when speaking with her exhusband.
6. The upholsterer charged one third more to recover my furniture with tweed.
7. The eleventh grade teachers met with the parents.
8. Part time employees at the restaurant will get raises this year.
9. They are all first year students in this high school.
10. Jim Johnson was a fifty five year old extreme snowboarder.



# Parentheses, Dash, and Ellipsis



## Parentheses

**Parentheses** are a form of punctuation to be used around words in a sentence to add or clarify information. Generally anything placed in parentheses is considered to be less important than anything outside of it.

**Use parentheses to enclose an interrupting word or word group that adds information, but does not change the meaning of a sentence.**

There are two Vancouvers (**in British Columbia and in Washington**) in the area sometimes called "Cascadia."

Our teacher (**a good-looking man in his 40s**) introduced himself.

**Use parentheses to clarify an idea.**

My favourite teacher, Ms. Chan (**the Ms. Chan who teaches science**), lives down the street from us.

**Use parentheses to show equivalent measures or values.**

The Weather Network was predicting fifteen centimetres (**six inches**) of snow.



**Use parentheses to enclose directions and references.**

The comma (**see Lesson 2**) is often misused.

Place punctuation *inside* the parentheses if it belongs to the material in parentheses.

She made a weak excuse (“My dog ate it.”) for not having finished her project.

Place punctuation *outside* the parentheses if it belongs to the main sentence.

I thought the party was tonight (Saturday), not last night.

## Dash

A **dash**, more commonly used in informal writing, has several functions.

Use a dash to show a break in thought in a sentence.

The Black Stallion—my all-time favourite book—was for sale at the used bookstore.

Use a dash to set off information that is dramatic.

Locating fresh water would mean we stood a chance—our only chance at surviving until our rescuers could find us.

Use a dash in place of the words like *that is*, *namely*, *in other words*.

I’ve decided to do more outdoor activities—riding my bike, hiking, and roller-blading.



Use a dash to summarize or provide information.

Language arts, social studies, science, and math—all my academic subjects—seem to have homework.

**Use a dash to create special effects, interruptions, and sudden stops in speech.**

“I – er – uh – can’t remember – where we went,” Ravi cried.

**Use a dash to enclose an interrupting word or word group, especially when such a word group contains a comma. When used in this way, a dash is placed at the beginning and the end of the word group.**

He quickly picked up his toys—ball, bat, glove, and bike—and hurried home.

## Ellipsis

An **ellipsis** is a series of three dots (separated by a space around each dot) that indicate the omission of words or information.

**Use ellipsis points of three dots to indicate an omission of a word or words within a sentence.**

Small communities such as Granville . . . and Cedar Cottage grew into the city of Vancouver.

**Use ellipsis points of four dots (a period followed by three spaced dots) to indicate omission of:**

- the remainder of the quoted sentence
- the beginning of the next sentence
- one or more sentences
- one or more paragraphs

## Once upon a time . . . .



The overuse of the ellipsis, dash, or parentheses can be distracting to a reader. Use these forms of punctuation rarely and with care.

## Quiz Yourself: Parentheses, Dash, and Ellipsis

Decide whether the sentence using the ellipsis, parentheses, or dash is correctly punctuated. Circle the correct answer.

1. The detective (wearing the stereotypical trench coat) took down my statement.
  - a. properly punctuated
  - b. improperly punctuated
2. My mother always used to end her stories, “. . . and they lived happily ever after.”
  - a. properly punctuated
  - b. improperly punctuated
3. The movie we went to last - night the only movie I wanted to see - was sold out.
  - a. properly punctuated
  - b. improperly punctuated
4. I fell for his line (Trust me), and I now regret it.
  - a. properly punctuated
  - b. improperly punctuated
5. She said, “. . . Can you tell me what happened to?”
  - a. properly punctuated
  - b. improperly punctuated
6. You are the friend - the only friend - that answered the phone when I called for help.
  - a. properly punctuated
  - b. improperly punctuated

## Quiz Yourself: Parentheses, Dash, and Ellipsis

Continued

7. He finally answered (after taking five minutes to think) that he did not understand the question.
  - a. properly punctuated
  - b. improperly punctuated
  
8. He packed all his things - clothes, hiking boots, and tent - and set off down the mountain before the storm hit.
  - a. properly punctuated
  - b. improperly punctuated
  
9. My grandfather remembers when he fought in the war. But that was a long time ago....
  - a. properly punctuated
  - b. improperly punctuated
  
10. Please read the (report Attachment A).
  - a. properly punctuated
  - b. improperly punctuated

## Challenge Yourself: Parentheses, Dash, and Ellipsis

Following the instructions provided, rewrite each sentence using parentheses, a dash, or an ellipsis.

- 1. Use a dash to punctuate this sentence.**

He wanted only one thing in life money.

- 2. Use an ellipsis in this sentence.**

Bemused, Miles said, "I'm wondering."

- 3. Use the dash to punctuate this sentence.**

All four of them Bob, Justin, Jason, and Brittany did well in high school.

- 4. Use an ellipsis to punctuate the end of this sentence.**

Ah, those were the good old days.

- 5. Use parentheses to punctuate this sentence.**

We went to Ottawa a very hot place on our trip across Canada.

## Challenge Yourself: Parentheses, Dash, and Ellipsis

Continued

**6. Use parentheses to punctuate this sentence.**

Before arriving at the airport, the old plane an old war jet caught on fire.

**7. Use a dash to punctuate this sentence.**

There was only one thing I could do to pass the exam study till dawn.

**8. Use parentheses to punctuate this sentence.**

We saw golden eagles have you ever seen one? when we visited Alaska.

**9. Use parentheses to punctuate this sentence.**

We took a trip across Canada a big country. We drove from Vancouver all the way to Halifax.

**10. Use an ellipsis to punctuate this sentence.**

Joe began his story, "When Wilbur heard the knock at the door, he knew he was in trouble"



# Quotation Marks



**Quotation marks** are like bookends: they work in pairs. Quotation marks indicate direct quotations, enclose the exact words of a speaker, and are used in a few other special situations.

## Use quotation marks to enclose the exact words of the speaker.

Quotation marks show the beginning and end of a speaker's words.

Jasmine said, **"Come for dinner tonight."**

**"I don't know why you're going out,"** she said looking out the window. **"It looks like there's a storm coming."**

**"Where's the canoe?"** Joe asked, looking toward the lake. **"Did Sean take it out for a paddle?"**

## Use quotation marks to acknowledge sources.

When you're reporting a fact from another source, enclose the exact quoted words in quotation marks. The quotation marks show that the words are not your own.

According to the movie critic at my favourite website, the new film's special effects are **"completely mind-boggling."**

In his book, *Creatures of the Earth*, Dr. Hiram Pfisher claims, **"Considering their size, tortoises are the slowest-moving animals on the planet."**

### Use quotation marks to identify titles of short works.

Use quotation marks to identify titles of short works, such as short stories, essays, poems, songs, or book chapters. (For books or complete longer works, use italics or underline the title.)

They sang “**O Canada**” before the hockey game.

Amazingly, I once memorized “**The Cremation of Sam McGee**” by Robert Service.

I decided to turn out the light and go to sleep when I saw that the next chapter was “**The Monster Returns from the Dead.**”

In Lesson 2, you read the poem “**The Road Less Travelled.**”

### Use quotation marks to emphasize a word in a sentence.

Even when I’ve spelled it right, the word “**February**” always looks wrong.

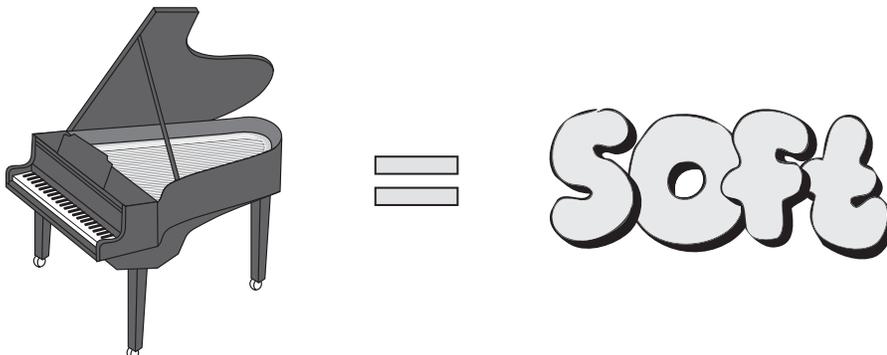
My cousin drives me crazy because she uses the word “**brilliant**” all the time.

### Use quotation marks to enclose a technical term, a slang expression, or to define a word.

In poetry, the term “**alliteration**” refers to the repetition of beginning letters of words.

That ring looks like it’s got a lot of “**bling.**”

Do you know that the term “**piano**” means “**soft**”?



## Quotations within Quotations:

If you need to put a quote inside another quotation, use single quotation marks.

**"My little sister," she giggled, "is so silly. She made up new words to 'Happy Birthday' for my brother's party."**

Janey said, **"I distinctly heard Dad reply, 'No!' when Bill asked if he could have the car."**

## Rules for Punctuating Quotation Marks

There always needs to be a comma or another form of punctuation between the quotation and the speaker.

- The punctuation always falls beside the last word in the first part of the sentence. If the quotation comes first, the comma is placed inside the quotation.

**"We will buy a new computer,"** stated Joseph.

- If the speaker comes first, the comma is placed before the quotation begins.  
Joseph stated, **"We will buy a new computer soon."**

- The quotation always begins with a capital, except if it is broken in half by the speaker.

**"We will buy a computer soon,"** Joseph stated, **"and then we will get high-speed Internet."**

For end punctuation, periods always go inside the quotation if it is the last part of the sentence.

The small girl said sweetly, **"Mommy, I love you."**

Place question marks and exclamation marks inside if they are part of the quotation, or outside if they are part of the main sentence.

**Example:** The nurse approached her bedside and quietly asked, “How are you feeling today?”

**Explanation:** The question mark is part of the quotation.

**Example:** Did the teacher really say, “You don’t have any homework over Spring Break”?

**Explanation:** The question mark is part of main sentence, not the quotation.



Every time the speaker changes, start a new paragraph so your reader can follow the dialogue.

A woman’s voice said, “Hi, Sharanna. This is Ingrid Hallstram.”

“Oh, hi. How are you?” inquired Sharanna.

“I’m fine,” said Ingrid. “Can you baby-sit tonight?”

## Quiz Yourself: Quotation Marks

Rewrite each sentence adding quotation marks. Remember sometimes you will need to change lower case letters to capital letters when you introduce direct quotations.

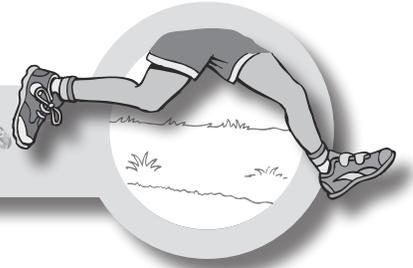
1. You will learn about the term symbolism when you do a novel study.
2. Ariel is trying hard in school this semester, her father said.
3. No, the taxi driver said curtly, I cannot get you to the airport in ten minutes.
4. Mr. and Mrs. Brownley stated, we refuse to use the elevator because of mechanical problems.
5. He likes to talk about hockey, she said, especially when the Stanley Cup playoffs are on TV.
6. Can you believe, Balbinder asked me, that we still have 85 days of school to attend?
7. The Raven is, I believe, one of Edgar Allan Poe's best poems.
8. I don't know, she said. What do you think?
9. When did Winston Churchill say, difficulties mastered are opportunities won?
10. My French teacher exclaimed, your accent sounds authentic!

## Challenge Yourself: Quotation Marks

Where appropriate, punctuate the following sentences with quotation marks.

1. Christina couldn't stop thinking about the poem Dreams by Langston Hughes.
2. Her friend, James, gave her the poem and used words like profound and inspired to describe it.
3. Christina will never forget the first line of the poem: Hold fast to dreams.
4. Christina, could you tell me the answer? asked her English teacher, Ms. Swanson.
5. Ah, I didn't hear the question, Christina said.
6. I'm not surprised, said Ms. Swanson, as it looks like you're a million miles away.
7. Just dreaming, that's all, Christina replied.

# Semicolon



A **semicolon** introduces a longer pause than a comma. It can be tricky to use correctly, so save it for the following special situations.

## Use a semicolon to connect sentences that are closely related.

The semicolon can connect two complete sentences that are closely related and that are of equal importance. In these examples, the semicolon is a better choice than the period because the break is not as strong as writing two sentences.

Some people like ketchup with their fries; others prefer vinegar.

It hadn't rained for sixty days; the farmers were desperate for water.

I am getting cold; I wish that they'd turn up the heat.



Avoid using a semicolon if short joining words, such as **and**, **but**, or **or**, are used between complete sentences.

## Use a semicolon to separate a statement from its explanation.

Be here by three o'clock at the latest; otherwise, we will not wait.

We suffered many indignities; for example, all of our pockets were turned inside out.

**Use a semicolon in place of a coordinate conjunction to show cause and effect.**

The sun was rising; we had to move.

**Use a semicolon to separate items in a series.**

Like the comma, the semicolon can be used to separate items in a series if the items already contain commas. The semicolon helps the reader understand where the breaks in the list should be.

In one afternoon at the beach, the Kids' Environmental Clean-Up Crew filled ten bags with aluminum cans, glass, and garbage; cleaned the storm drain; and removed graffiti from the information kiosk.

When we went on holiday, we visited relatives in Drumheller, Alberta; Regina, Saskatchewan; Flin Flon, Manitoba; and Thunder Bay, Ontario.



**It can also be used to separate items in a list, especially if the list is headed by a colon.**

The camp counsellor told us what to pack: toothbrush and toothpaste; an extra pair of socks; a bottle of water; and some kind of protein snack.

## Quiz Yourself: Semicolon

Punctuate each sentence inserting a semicolon where appropriate.

1. Cycling is excellent exercise I cycle everyday.
2. The air was crisp and clear it was a lovely day.
3. Call me tomorrow I will give you my answer then.
4. I missed the early bus however, I still made it to class on time.
5. I've travelled as far away as Paris, France Rome, Italy and Athens, Greece.
6. I needed only two cards to win I needed the ten of hearts and the jack of diamonds.
7. I ordered the CD six weeks ago therefore, I expected it to arrive by now.
8. A cougar was spotted on the hiking trail we couldn't go on.
9. The computer performs millions of operations in a split second however, it still breaks down.
10. Three objects lay on the desk: a large book a spiral-bound notepad and a vase containing flowers.

## Challenge Yourself: Semicolon

Correct each sentence by either inserting or deleting a semicolon where appropriate. When necessary, replace the semicolon with correct punctuation.

1. To address the problem of childhood obesity; many schools are prohibiting the sale of junk food.
2. There are two causes of increased obesity; poor eating habits and a lack of exercise.
3. Fatty foods would be banned healthy snacks would be in.
4. Canada doesn't subsidize school meals however, provinces want to get junk food out of schools.
5. The solution is not just to ban junk food, students must also increase their level of exercise.

# Putting It Together



## Instructions

The text on the following page contains many errors pertaining to punctuation. Punctuation errors include mistakes in the use of the apostrophe, capitalization, colon, comma, hyphen, parentheses, dash, ellipsis, quotation marks, and semicolon.

Read through the text and underline any word containing an error or any piece of punctuation that is incorrect. If punctuation is missing or incorrect, underline the word preceding it.

Once you have completed the Putting It Together quiz, compare your answers to the key on page 251. If you find all the errors of a particular type, then place a checkmark in "Topic Mastered." If you miss an error of a particular type, then place a checkmark in "Topic to Review." You may then use this chart to guide what topics you need to review before moving onto the next section.

Error Type	Topic Mastered	Topic to Review
1. apostrophe		
2. capitalization		
3. colon		
4. comma		
5. hyphen		
6. parentheses, dash and ellipsis		
7. quotation marks		
8. semicolon		

## Putting It Together



### Volunteering

Have you thought about working as a volunteer? Many local Charities and organization's, such as the salvation army, rely on people who volunteer their time. There are many reasons to start volunteering; to help others: to beat boredom; to learn a new activity; and to gain a new perspective on life. It can sometimes be difficult to find a volunteering opportunity (that is a good fit for you). However, there are many "different possibilities." If you keep looking -- you will find a volunteer position that works for you.

If you are interested in helping people who live in poverty, homeless shelters, are always in need of volunteers'. You might be asked to prepare and serve meals at the shelter: help in the shelters office, or help organize a fundraising campaign. Food Banks also help people who struggle with poverty by collecting and distributing food to those in need. In addition to providing food for homeless shelters food banks also serve people living in the community.

Are you an animal lover? Many animal-shelters welcome volunteers to help take care of animals, clean the facilities, and work with the public.

If you are concerned about the environment; there are several organizations that welcome young people to become involved in Environmental activities. You may be asked to talk to people about the environment, clean-up rivers or parks, or help build hiking trails, fortunately, these activities can be very rewarding.

Whatever your interests, you can get much out of volunteering. Scott, a high school student and homeless shelter volunteer -- sums up his volunteer experience: "You will learn about yourself, learn about others, and meet many interesting people along the way".

# Answer Key

## PUNCTUATION

### Checkup: Punctuation—Answer Key

This answer key is divided into two parts. In the first part, the errors in the text are underlined for you. Each error is assigned a number, which corresponds to the error types listed below the text. The second part of the answer key contains a corrected version of this text.

### Cultural Exchange Programs

Thousands of High School (2) students around the world take part in cultural exchange programs. These students spend a few months, or even a full year (4) living and going to school in another country. Some of the most popular countries Canadian exchange students go to are France, Spain, Italy, and Germany. Cultural exchange students have a real-life-study (5) of another country's (1) culture, traditions, language, and history. For example, students learn that there is more to France than french (2) fries.

Many students' (1) (who go to live in another country on an exchange program) (6) (have never before lived away from home. Homesickness is a very natural experience at the beginning. However: (3) after students get settled in with their host family, acclimatized to the culture, and enrolled in school, the homesickness' (1) usually goes away quickly.

Teenagers' (1) who participate in cultural exchange programs can benefit on many levels. Academically: (3) exchange students are often challenged. They are expected to take a full slate of courses at school that is more often than not taught in -- (6) a foreign language. Exchange students must be patient with themselves as they learn a new language. they (2) also must be, (4) flexible and adaptable to new circumstances. A student who recently returned from an exchange stated, "This experience has changed my life forever. (7)

In terms of personal development -- (6) an exchange program can be an invaluable experience. Students can grow on many levels; cultural exchange programs offer young people the opportunity to mature both personally and intellectually. The life experience gained from exchange programs has helped many students by Boosting (2) self-confidence, encouraging independence, and developing leadership skills.

Students who embark upon a cultural exchange often come back home with exciting stories of learning, living, and experiencing-another-culture. (5) One student commented: (8) "Going on a student exchange to Holland opened up my world. (7)

**Error Types:** (1) apostrophe (5) hyphen  
(2) capitalization (6) parentheses, dash, and ellipses  
(3) colon (7) quotation marks  
(4) comma (8) semicolon

## Checkup: Punctuation—Corrected Text

### Cultural Exchange Programs

Thousands of **high school** students around the world take part in cultural exchange programs. These students spend a few months, or even a full **year**, living and going to school in another country. Some of the most popular countries Canadian exchange students go to are France, Spain, Italy, and Germany. Cultural exchange students have a **real-life study** of another **country's** culture, traditions, language, and history. For example, students learn that there is more to France than **French** fries.

Many **students who go to live in another country on an exchange program** have never before lived away from home. Homesickness is a very natural experience at the beginning. **However**, after students get settled in with their host family, acclimatized to the culture, and enrolled in school, the **homesickness** usually goes away quickly.

**Teenagers** who participate in cultural exchange programs can benefit on many levels. **Academically**, exchange students are often challenged. They are expected to take a full slate of courses at school that is more often than not taught **in a** foreign language. Exchange students must be patient with themselves as they learn a new language. **They** also must **be flexible** and adaptable to new circumstances. A student who recently returned from an exchange stated, "This experience has changed my life **forever.**"

In terms of personal **development**, **an** exchange program can be an invaluable experience. Students can grow on many levels; cultural exchange programs offer young people the opportunity to mature both personally and intellectually. The life experience gained from exchange programs has helped many students by **boosting** self-confidence, encouraging independence, and developing leadership skills.

Teenagers who embark upon a cultural exchange often come back home with exciting stories of learning, living, and **experiencing another culture**. One student **commented**, "Going on a student exchange to Holland opened up my **world.**"

### Quiz Yourself: Apostrophe

- |           |                |
|-----------|----------------|
| 1. Tim's  | 6. you're      |
| 2. Didn't | 7. they're     |
| 3. It's   | 8. neighbour's |
| 4. Who's  | 9. its         |
| 5. dogs   | 10. Emma's     |

### **Challenge Yourself: Apostrophe**

1. Students at our high school organized a garage sale to raise money for a local charity.
2. The idea for the fundraiser was originally Jennifer's.
3. However, it didn't take long for others to jump on board.
4. Prem, Jane, and Ellen were in charge of gathering all the items to sell.
5. They're all busy studying for their provincial exams, but somehow they found the time to help out.
6. Sanjay's grandparents were moving out of their house into an apartment, so they donated a lot.
7. All the items were stored in Molly's parents' garage before the sale.
8. Jake had a question: "Who's going to collect the money and deposit it into the bank?"
9. Jennifer told Jake, "As treasurer, you're the money guy."
10. It's a good thing we were organized as there's a lot of work in organizing a garage sale.
11. When we delivered the check to the charity, the executive director said, "You're the greatest."

### **Quiz Yourself: Capitalization**

1. The trees leaned toward the north after the hurricane.
2. I think Main Street needs a good bus system.
3. "Trust me, I know what I'm doing," Brian said. "Your car is not hard to fix."
4. Sara always buys the Saturday edition of *The Vancouver Sun* newspaper.
5. Sam went to see Dr. Kumar who worked with other doctors at the clinic.
6. The Chongs just returned to Victoria from their holiday in Hong Kong.
7. Henry said, "Will you go with us, or do we have to go to Mount Washington alone?"
8. I like to watch Spanish dancing on TV.
9. I travelled from Horseshoe Bay to West Vancouver in a limo.
10. *The Amber Spyglass* was my favourite book in middle school.

### **Challenge Yourself: Capitalization**

1. The instructions for the car rally sounded simple at first.
2. We were to drive north on Harrington Street and then head to Juniper Street towards the beach.
3. We drove for 8 kilometers but didn't see the World War II memorial where our next clue was hidden.

4. We found the war memorial and our next clue at the corner of Palisade Drive and Belmont Avenue.
5. The next leg of the car rally took us all the way out of town on Highway 23 to Mitchell Lake.
6. We were supposed to find the next clue hidden under a rock in front of the Beach View Motel.
7. But when we got to the T-intersection, we weren't sure whether to turn north or south.
8. We stopped a pedestrian to ask for directions, but she didn't speak English.
9. We drove for about 10 minutes before we ran out of gas. There wasn't an Esso station in sight.
10. Obviously, our team didn't win the grand prize - McDonald's French fries coupon.

**Quiz Yourself: Colon**

1. My brother likes oranges: my sister hates them.
2. There is only one reason for this problem: he never learned to drive properly.
3. My morning routine looks like this: wake up, brush my teeth, and run to school.
4. The car has a number of extras: sun roof, tinted windows, heated seats, and wing mirrors.
5. The following creatures are all imaginary: vampires, werewolves, zombies, and elves.
6. Her chess advice, I remember, was this: "Make sure you plan at least two moves ahead."
7. My favourite part of *Hamlet* was Act III: Scene 2.
8. We have set a house rule: do your homework before watching television.
9. My final answer still stands: "No!"
10. I enjoy reading: novels by Jane Austen are among my favourites.

### Challenge Yourself: Colon

1. Boys who play “action adventure” and “sport” video games outnumber girls by a ratio of 5:1.
2. Both of these types of video games share one important factor: they contain violence.
3. Dr. Samuel Barton is the author of a new study titled Video Games: *The Beginning of Aggression*.
4. His study found an increase in the following behaviours: verbal attacks and physical attacks.
5. Dr. Barton states something important: “Playing a violent video game fosters aggressive thoughts.”

### Quiz Yourself: Comma

- |  |                             |
|--|-----------------------------|
| 1. Monday, January 18th, 1954.                         | 9. ,however,                |
| 2. Honolulu, Hawaii, U.S.A.                            | 10. in a rage,              |
| 3. broken,   | 11. If the opposition wins, |
| 4. birthday,   | 12. in British Columbia     |
| 5. but before lunch,                                   | 13. , I think,              |
| 6. who cheat   | 14. falling,                |
| 7. , which are my favourite fruit,                     | 15. contained three wigs,   |
| 8. lower taxes, protect the environment, reduce crime, |                             |

### Challenge Yourself: Comma

1. Skateboarding, which my brother is crazy about, is a different experience for different people.
2. For some skaters, skateboarding is a sport where skaters perform tricks or ride the ramps.
3. For others, however, the skateboard is used as a mode of transportation.
4. This is a dangerous way to get around town, but many people do it.
5. Some people take skateboarding very seriously.
6. For example, my brother said, “For me, skateboarding is like a religion.”
7. Although I’m not an avid skateboarder, I understand what he was saying.
8. When I skate, my feelings include joy, peace, excitement, and contentment.
9. My friends have taught, encouraged, pushed, and challenged me to be the best skater I can be.

### Quiz Yourself: Hyphen

1. He accidentally drove down a one-way street.
2. The folk festival didn't start until mid-January, so Jeremy had time to practise his guitar.
3. The trip to Mexico was an all-inclusive special, so David and John didn't have to payextra for airfare.
4. The uniform in the museum was thought to be from the pre-Civil War era.
5. Margaret Atwood is a well-known author in Canada and elsewhere in the world.
6. Her sister-in-law is the manager at the restaurant where I work.
7. Rock music has been popular from the mid-60s right up to the present.
8. My grandfather turned eighty-nine in June.
9. Leticia's ancestry was African-American.
10. Li-Ting was trying to find full-time work during her summer holidays.

### Challenge Yourself: Hyphen

1. Charlotte Bronte was a great nineteenth-century novelist.
2. His six-year-old daughter could read very well.
3. Holden was a very well-known performer in the theater community.
4. The ocean kayaking trip was a never-to-be-forgotten experience.
5. She had to maintain her self-control when speaking with her ex-husband.
6. The upholsterer charged one-third more to re-cover my furniture with tweed.
7. The eleventh-grade teachers met with the parents.
8. Part-time employees at the restaurant will get raises this year.
9. They are all first-year students in this high school.
10. Jim Johnson was a fifty-five-year-old extreme snowboarder.

### Quiz Yourself: Parentheses, Dash, and Ellipsis

1. properly punctuated
2. properly punctuated
3. improperly punctuated
4. properly punctuated
5. improperly punctuated
6. properly punctuated
7. properly punctuated
8. properly punctuated
9. properly punctuated
10. improperly punctuated

### **Challenge Yourself: Parentheses, Dash, and Ellipsis**

1. He wanted only one thing in life -- money.
2. Bemused, Miles said, "I'm wondering...."
3. All four of them -- Bob, Justine, Jason, and Brittany -- did well in high school.
4. Ah, those were the good old days....
5. We went to Ottawa (a very hot place) on our trip across Canada.
6. Before arriving at the airport, the old plane (an old war jet) caught on fire.
7. There was only one thing I could do to pass the exam -- study till dawn.
8. We saw golden eagles (Have you ever seen one?) when we visited Alaska.
9. We took a trip across Canada (a big country). We drove from Vancouver all the way to Halifax.
10. Joe began his story, "When Wilbur heard the knock at the door, he knew he was in trouble...."

### **Quiz Yourself: Quotation Marks**

1. You will learn about the term "symbolism" when you do a novel study.
2. "Ariel is trying hard in school this semester," her father said.
3. "No," the taxi driver said curtly, "I cannot get you to the airport in ten minutes."
4. Mr. and Mrs. Brownley stated, "We refuse to use the elevator because of mechanical problems."
5. "He likes to talk about hockey," she said, "especially when the Stanley Cup playoffs are on TV."
6. "Can you believe," Balbinder asked me, "that we still have 85 days of school to attend?"
7. "The Raven" is, I believe, one of Edgar Allan Poe's best poems.
8. "I don't know," she said. "What do you think?"
9. When did Winston Churchill say, "Difficulties mastered are opportunities won"?
10. My French teacher exclaimed, "Your accent sounds authentic!"

### Challenge Yourself: Quotation Marks

1. Christina couldn't stop thinking about the poem "Dreams" by Langston Hughes.
2. Her friend, James, gave her the poem and used words like "profound" and "inspired" to describe it.
3. Christina will never forget the first line of the poem: "Hold fast to dreams."
4. "Christina, could you tell me the answer?" asked her English teacher, Ms. Swanson.
5. "Ah, I didn't hear the question," Christina said.
6. "I'm not surprised," said Ms. Swanson, "as it looks like you're a million miles away."
7. "Just dreaming, that's all," Christina replied.

### Quiz Yourself: Semicolon

1. Cycling is excellent exercise; I cycle everyday.
2. The air was crisp and clear; it was a lovely day.
3. Call me tomorrow; I will give you my answer then.
4. I missed the early bus; however, I still made it to class on time.
5. I've travelled as far away as Paris, France; Rome, Italy; and Athens, Greece.
6. I needed only two cards to win; I needed the ten of hearts and the jack of diamonds.
7. I ordered the CD six weeks ago; therefore, I expected it to arrive by now.
8. A cougar was spotted on the hiking trail; we couldn't go on.
9. The computer performs millions of operations in a split second; however, it still breaks down.
10. Three objects lay on the desk: a large book; a spiral-bound notepad; and a vase containing flowers.

### Challenge Yourself: Semicolon

1. To address the problem of childhood obesity, many schools are prohibiting the sale of junk food.
2. There are two causes of increased obesity: poor eating habits and a lack of exercise.
3. Fatty foods would be banned; healthy snacks would be in.
4. Canada doesn't subsidize school meals; however, provinces want to get junk food out of schools.
5. The solution is not just to ban junk food; students must also increase their level of exercise.

## Putting it Together: Punctuation—Answer Key

This answer key is divided into two parts. In the first part, the errors in the text are underlined for you. Each error is assigned a number, which corresponds to the error types listed below the text. The second part of the answer key contains a corrected version of this text.

### Volunteering

Have you thought about working as a volunteer? Many local Charities (2) and organization's, (1) such as the salvation army, (2) rely on people who volunteer their time. There are many reasons to start volunteering; (8) to help others: to beat boredom; to learn a new activity; and to gain a new perspective on life. It can sometimes be difficult to find a volunteering opportunity (that is a good fit for you). (6) However, there are many "different possibilities." (7) If you keep looking -- (6) you will find a volunteer position that works for you.

If you are interested in helping people who live in poverty, homeless shelters, (4) are always in need of volunteers'. (1) You might be asked to prepare and serve meals at the shelter; (3) help in the shelters (1) office, or help organize a fundraising campaign. Food Banks (2) also help people who struggle with poverty by collecting and distributing food to those in need. In addition to providing food for homeless shelters (4) food banks also serve people living in the community.

Are you an animal lover? Many animal-shelters (5) welcome volunteers to help take care of animals, clean the facilities, and work with the public.

If you are concerned about the environment; (8) there are several organizations that welcome young people to become involved in Environmental (2) activities. You may be asked to talk to people about the environment, clean-up rivers or parks, or help build hiking trails, (4) fortunately, these activities can be very rewarding.

Whatever your interests, you can get much out of volunteering. Scott, a high school student and homeless shelter volunteer -- (6) sums up his volunteer experience: "You will learn about yourself, learn about others, and meet many interesting people along the way". (7)

<b>Error Types:</b> (1) apostrophe	(5) hyphen
(2) capitalization	(6) parentheses, dash, and ellipses
(3) colon	(7) quotation marks
(4) comma	(8) semicolon

## Putting it Together: Punctuation—Corrected Text

### Volunteering

Have you thought about working as a volunteer? Many local **charities** and **organizations**, such as the **Salvation Army**, rely on people who volunteer their time. There are many reasons to start **volunteering**: to help **others**; to beat boredom; to learn a new activity; and to gain a new perspective on life. It can sometimes be difficult to find a volunteering opportunity **that is a good fit for you**. However, there are many **different possibilities**. If you keep **looking**, you will find a volunteer position that works for you.

If you are interested in helping people who live in poverty, homeless **shelters** are always in need of **volunteers**. You might be asked to prepare and serve meals at the **shelter**, help in the **shelter's** office, or help organize a fundraising campaign. Food **banks** also help people who struggle with poverty by collecting and distributing food to those in need. In addition to providing food for homeless **shelters**, food banks also serve people living in the community.

Are you an animal lover? Many **animal shelters** welcome volunteers to help take care of animals, clean the facilities, and work with the public.

If you are concerned about the **environment**, there are several organizations that welcome young people to become involved in environmental activities. You may be asked to talk to people about the environment, clean up rivers or parks, or help build hiking **trails**; fortunately, these activities can be very rewarding.

Whatever your interests, you can get much out of volunteering. Scott, a high school student and homeless shelter **volunteer**, **sums** up his volunteer experience: "You will learn about yourself, learn about others, and meet many interesting people along the **way**."