

End Marks and Abbreviations

- 23a.** Use a period at the end of a statement.
- 23b.** Use a question mark at the end of a question.
- 23c.** Use an exclamation point at the end of an exclamation.
- 23d.** Use either a period or an exclamation point at the end of a request or a command.
- 23e.** Many abbreviations are followed by a period.

EXAMPLES Capt. Erickson will pilot our flight today.
 I can't wait to go to Portland to see my cousins!
 Who invented the term UFO?
 Look out for that falling rock!

EXERCISE A Insert periods, question marks, and exclamation points where they are needed in the following sentences. If a sentence is already correct, write C to the left of the item number.

Example 1. Don't leave yet!

1. Please set the clock on the VCR for me
2. The listing says "6:30 on ch 5," but I'll be at the gym then.
3. We will record the film and watch it later
4. It is about Dr Martin Luther King, Jr
5. Send your request to the following address: 1010 Butler St, Orlando, FL 32887.
6. What fascinating classes hers must be
7. Sara read one of her poems at Mr Bannerjee's retirement party
8. Have you read *I Know Why the Caged Bird Sings*
9. Oh no—watch out
10. Pick up those clothes, Rita

EXERCISE B Insert periods, question marks, and exclamation points where they are needed in the following paragraph.

Example I was up late working on my presentation for Dr. Johnson's class.

What a crazy day this has been The Cedar Ave bus left early Wasn't I lucky that Dr and Mr Moreno came by and drove me to school We got to school by 8:00, but it was closed because of a heating problem The principal, Martin Crowe, Sr, stood out front and sent everyone home I hope this means that I can give my UNICEF presentation next Friday

End Marks and Abbreviations, p. 279

EXERCISE A

1. Please set the clock on the VCR for me.
2. The listing says "6:30 on ch. 5," but I'll be at the gym then.
3. We will record the film and watch it later.
4. It is about Dr. Martin Luther King, Jr.
5. Send your request to the following address: 1010 Butler St., Orlando, FL 32887.
6. What fascinating classes hers must be!
7. Sara read one of her poems at Mr. Bannerjee's retirement party.
8. Have you read *I Know Why the Caged Bird Sings*?
9. Oh no—watch out!
10. Pick up those clothes, Rita.

EXERCISE B

What a crazy day this has been! The Cedar Ave. bus left early. Wasn't I lucky that Dr. and Mr. Moreno came by and drove me to school? We got to school by 8:00, but it was closed because of a heating problem. The principal, Martin Crowe, Sr., stood out front and sent everyone home. I hope this means that I can give my UNICEF presentation next Friday.

Commas A, p. 280

EXERCISE A

Optional commas are underscored.

1. Cars, trucks, and buses were stranded by the storm.
2. Mrs. Ortega won more votes than Mr. Harris, Miss Steinberg, or Dr. Gladstone.
3. Scallops, oysters, herring, and shrimp are displayed in the fish-market window.
4. One tall, weary man wearing a hat dropped a silver coin into the kettle hanging by the door.
5. The chairperson's responsibilities included calling the meeting to order, asking for the minutes, and announcing new officers.

6. Howie's dogs are friendly, obedient, and loyal to him and his family.
7. The zoo director had to feed the animals, guide visitors, and keep the grounds safe and clean.
8. A sleek, powerful submarine slipped into the sea.
9. Many white, purple, and yellow crocuses grew on the hill.
10. Todd's uncle asked who Rory was, when she had arrived, and why she was asleep on the porch.

EXERCISE B

Optional commas are underscored.

Have you heard about the new shopping mall? It is a big, exciting place! It has department stores with clothing, furniture, and sporting goods. It even has specialty shops, such as those that sell only music boxes, rare comic books, organic health food, shoes, or baseball caps. It has a noisy, crowded food court that is filled with the smell of warm French bread. This weekend my father, sister, and I are going to find running shoes, a music box with a ballerina, and crunchy trail mix. Why don't you come with us?

Commas B, p. 281

EXERCISE A

1. Our family planned a driving trip, so we needed maps.
2. Mom looked carefully but couldn't find Elgin.
3. She put on glasses, for the the print was tiny.
4. The scenery was great, yet my sister was restless.
5. Is that normal, or is something wrong with the car's engine?