

Name: _____

Writing

Conventions:

Punctuation

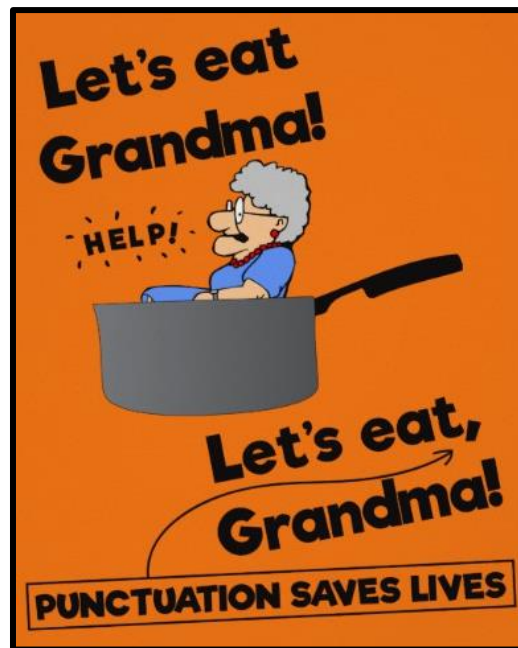
Outcomes:

After this module you will be able to:

- Identify the importance of using correct punctuation in the workplace
- Use commas for a variety of purposes
- Place commas in the correct places in sentences
- Use apostrophes to show possession and in contractions
- Use quotations to repeat an individual's exact words
- Edit a paragraph for commas, apostrophes and quotation marks.

Punctuation at Work

The phrase, “Punctuation saves lives” is usually associated with an image like this:



What does it mean? Why does it matter?

- “Let’s eat grandma!” means that you intend to eat grandma.
- “Let’s eat, grandma!” means that you are excitedly calling grandma to eat. In this sentence, a comma has effectively saved grandma’s life!

This image shows how punctuation makes the meaning of a sentence (and the writer’s message) clear to the reader.

In the Workplace

Punctuation is incredibly important in the workplace. It can even save or cost an employer millions! Recently, a \$10 million lawsuit was decided over a missing comma!

How is punctuation important?

- It implies your level of education and intelligence.
- It demonstrates the pride you take in your job and the time you have invested into doing that job.
- It reduces confusion and unnecessary questions.
- It makes a positive or negative impression on the reader. People tend to judge new people based on first impressions. Very often, that first impression comes in the form of an email.

Commas

Comma Rules

- 1) Use commas to separate lists of three or more items
 - E.g. I need eggs, milk, bread, and peanut butter.
- 2) Use a comma to separate two complete thoughts when they are joined with: and, or, for, nor, so, but, and yet.
 - E.g. I want to go away for the weekend, but I have to work.
- 3) Use a comma to separate any word or phrase from a sentence that is not essential to the sentence's meaning.
 - E.g. Erin, who loves her cat, gave me some math homework. <- if you remove the phrase between the commas (who loves her cat), the sentence still makes sense. This makes the phrase unessential to the sentence.
- 4) Use a comma to separate a quotation from the rest of a sentence.
 - E.g. I said, "No!"
- 5) Use a comma to separate the name of a city from a country, province, or state.
 - E.g. Winnipeg, Manitoba, Canada
- 6) Use a comma to separate the day of the week, the day of the month, and the year.
 - E.g. Friday, June 16, 1998

Practice A

Identify which rule applies to each sentence. Put commas where they are missing.

	1. September 11 2001 is a date that will be remembered.
	2. Kinsey wants to visit Paris Italy Germany and China.
	3. Should I do my grocery shopping or should I get take out for dinner?
	4. My mother on the other hand does not like dessert.
	5. Gold watches for example are going on sale today.
	6. We are having peas and carrots roast beef and mashed potatoes for dinner.
	7. I want to use purple ink but my boss prefers if we use black instead.
	8. "I am tired of Numeracy" he muttered.
	9. My brother and his wife are moving to Toronto Ontario.
	10. I was born on Saturday January 1 2001.

Assignment 1: Commas

Put commas in the correct places.

- 2) We are going to Costco the mall and Ikea today.
- 3) Mr. Morton my English teacher says we have to learn how to use commas periods and apostrophes.
- 4) He said "Remember to use commas before and after you address someone directly."
- 5) Kelly said "Did you do the homework Angie?"
- 6) Alex who loves to paint painted the fence white blue and green.
- 7) My mom who is a nurse cares for the sick injured and disabled
- 8) "Don't go there" said Victoria.
- 9) Now Mr. Bond we will saw you in half.
- 10) Chicago the largest city in the Midwest is the home of the skyscraper blues and deep-dish pizza.
- 11) Emilio my next-door neighbor has two daughters a son and a puppy.
- 12) Tuesday which also happens to be my birthday is the only day we can take the test.
- 13) Fred who often cheats on his homework is really only harming himself.
- 14) I can take the car or I can take the bus to work.
- 15) My partner an accountant really wants to move to London England not London Ontario.

Apostrophes

Apostrophes have two main functions:

- To show possession (George's cat)
- In a contraction, to omit letters (don't, shouldn't, it's)

To Show Possession

- Add 's to a noun (person, place or thing) to show that something belongs to it.
 - E.g. to show that the cat belongs to Lisa, you would write Lisa's cat.
- If the noun already ends in s, do not add 's to it. Just add an apostrophe (').
 - E.g. to show that the car belongs to Mr. Jones, you would write Mr. Jones' car.
- If something belongs to two or more people (places or things), add 's to the last person (place or thing).
 - E.g. to show that the house belongs to Dawn and Marie, you would write Dawn and Marie's house.

Assignment 2: Apostrophes to Show Possession

Use 's to show possession in the following situations

1. The shoes that belong to Elizabeth

2. The son of Marcus.

3. The flowers of the plant are red.

4. The Labours of Hercules.

5. The children of Victor and Margaret.

Apostrophes

In a Contraction

A contraction is the combination of two words to make one, new word. The apostrophe is used where letters have been omitted.

Examples of contractions:

- Should + not = Shouldn't
- I + am = I'm
- I + will = I'll
- We + are = We're
- It + is = It's
- Does + not = Doesn't
- Who + is = Who's
- You + would = You'd

Assignment 3: Apostrophes in Contractions

Use apostrophes to make contractions in the following sentences.

1. I do not like green eggs and ham.

2. They are both going to a job interview tomorrow.

3. Mary can not drive well, at all!

4. I could have gone on vacation, but I chose to stay home.

5. He does not have the money, so he is not going!

Quotation Marks

Quotation marks are used when repeating someone's exact words.

Where quotation marks are needed

Mr. Davidson said, "Every employee has a stake in this company. The company's successes are your successes."

- In this example, Mr. Davidson's words are being repeated back exactly as they were spoken.

"There are all kinds of courage," said Dumbledore, smiling. "It takes a great deal of bravery to stand up to our enemies, but just as much to stand up to our friends."

- In this example, Dumbledore's words are being repeated, but the two phrases are interrupted to provide the reader information about who is speaking.

Where quotations marks are not needed

Mr. Davidson said that Brighter Futures Inc.'s success are our successes too.

In this example, quotation marks are not needed because the speaker is paraphrasing what Mr. Davidson said instead of repeating his exact words.

Assignment 4: Quotation Marks

Add quotation marks to the following sentences.

1. Am I busy? exclaimed Arthur. Well, I've just got all these bulldozers and things to lie in front of because they'll tear my house down if I don't.
2. This must be Thursday, Arthur said to himself. I never could get the hang of Thursdays.
3. Why do they call you Billy instead of William? asked Mrs. Winston.
4. One can never have enough socks, said Dumbledore.
5. Darth Vader's voice boomed, No, I am your father.

Answer Key: Title

Commas Practice A

6	1. September 11, 2001 is a date that will be remembered.
1	2. Kinsey wants to visit Paris, Italy, Germany, and China.
2	3. Should I do my grocery shopping, or should I get take out for dinner?
3	4. My mother, on the other hand, does not like dessert.
3	5. Gold watches, for example, are going on sale today.
1	6. We are having peas and carrots, roast beef, and mashed potatoes for dinner.
2	7. I want to use purple ink, but my boss prefers if we use black instead.
4	8. "I am tired of Numeracy," he muttered.
5	9. My brother and his wife are moving to Toronto, Ontario.
6	10. I was born on Saturday, January 1, 2001.

Assignment 1: Commas

- 1) We are going to Costco, the mall, and Ikea today.
- 2) Mr. Morton, my English teacher, says we have to learn how to use commas, periods, and apostrophes.
- 3) He said, "Remember to use commas before and after you address someone directly."
- 4) Kelly said, "Did you do the homework Angie?"
- 5) Alex, who loves to paint, painted the fence white, blue, and green.
- 6) My mom, who is a nurse, cares for the sick, injured, and disabled
- 7) "Don't go there," said Victoria.
- 8) Now, Mr. Bond, we will saw you in half.
- 9) Chicago, the largest city in the Midwest, is the home of the skyscraper, blues, and deep-dish pizza.
- 10) Emilio, my next-door neighbor, has two daughters, a son, and a puppy.
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- 13) I can take the car, or I can take the bus to work.
- 14) My partner, an accountant, really wants to move to London, England not London, Ontario.

Assignment 2: Apostrophes to Show Possession

1. Elizabeth's shoes
2. Marcus' son.
3. The plant's flowers are red.
4. Hercules' Labours.
5. Victor and Margaret's children.

Assignment 3: Apostrophes in Contractions

1. I **don't** like green eggs and ham.
2. **They're** both going to a job interview tomorrow.
3. Mary **can't** drive well, at all!
4. I **could've** gone on vacation, but I chose to stay home.
5. He **doesn't** have the money, so he **isn't** going!

Assignment 4: Quotation Marks

1. "Am I busy?" exclaimed Arthur. "Well, I've just got all these bulldozers and things to lie in front of because they'll tear my house down if I don't."
2. "This must be Thursday," Arthur said to himself. "I never could get the hang of Thursdays."
3. "Why do they call you Billy instead of William?" asked Mrs. Winston.
4. "One can never have enough socks," said Dumbledore.
5. Darth Vader's voice boomed, "No, I am your father."

End of Module Reflection

After completing this module, answer the questions below. If you answer agree (3) for each question, ask for a review or a final assessment from an instructor. If you answer maybe (2) or no (1), have a discussion with an instructor to make a plan to improve your performance and confidence.

1 – No

2 – Maybe

3 – Yes

A	I understand all of the outcomes covered in this module.	1	2	3
B	I do not need any further assistance from an instructor on the material covered in this module.	1	2	3
C	I do not need more practice questions or assignments	1	2	3
D	I am confident in my abilities to complete tasks related to this module.	1	2	3
E	I am ready to complete a review and/or a final assessment related to this module.	1	2	3

Reflection
