

COORDINATION: Punctuating the Compound Sentence

In the following sentences, place SEMICOLONS and/ or COMMAS where required. (Do NOT change any commas already in the sentences.) If the sentence is correct as written, place a C in front of its number.

1. Ms. Tanaka can see the client at nine o'clock or she can see him at eleven o'clock.
2. The businessman from Japan and his American lawyer arrived late and left the meeting early.
3. The Japanese executive apologized before leaving but the lawyer did not say anything.
4. Efficient time management can be learned efficiency saves money for the company.
5. The office supplies were ordered over a week ago therefore they should have come by now.
6. Neither the organized Mr. Smith nor the bumbling Mr. Williams was here yesterday.
7. The office manager does not like to make coffee nor does she pretend to like making it.
8. The new clerk gets along well with his coworkers however he neglects some of his duties.
9. Those two clients are fierce competitors in fact they refuse to come to any joint meetings.
10. It is quitting time already nevertheless I have at least three more hours of work to do.

SUBORDINATION: Punctuating the Complex Sentence

In the following sentences, place COMMAS where required. If the sentence is correct as written, place a C in front of its number.

1. While he was on vacation his office was painted.
2. After Mr. Alexander made copies of the report he filed the originals.
3. Joe is often asked to speak in public because he is very articulate.
4. The order was filled immediately after it was received by us.
5. If Jose returns by four o'clock he is to call Mr. Lee.
6. Please ask Ms. Yamoto to call Mr. Ellis before she goes to lunch.
7. Unless employees are motivated to be careful when figuring costs mistakes will be common.
8. Although the letter was mailed on the ninth I did not receive it until the sixteenth.
9. Because her job is interesting Alice enjoys working in the law office.
10. The employees earn more money when they work overtime.

CONJUNCTIVE ADVERB - Punctuation Practice

Punctuate the following sentences by inserting commas and semicolons. Remember - only use a semicolon between two independent clauses.

1. We planted a garden however nothing grew.
2. We planted a garden nothing however grew.
3. John however was nowhere to be seen.
4. The tree must be sprayed with insecticide otherwise the bugs will kill it.
5. Fred never finished paneling his basement instead he hired a carpenter to complete the job.
6. My house was robbed last week I therefore bought a dog.
7. I helped the magician set up his props I also agreed to let him saw me in half.
8. Juan is taking five courses this semester in addition he is working forty hours a week.
9. A band rehearses in the garage next door as a result I'm thinking of moving.
10. I arrived early to get a good seat there were however already a hundred people waiting.
11. The broken shells on the beach were like tiny razors consequently we walked very carefully.
12. Ted carefully combed and recombed his hair nevertheless his bald spot still showed.
13. Fred remembered to get the hamburger he forgot however to get the rolls.
14. Lola loved her cashmere sweater however she had nothing that went with it.
15. Fred has a low-interest mortgage on his house otherwise he would move to a bigger one.
16. It was raining harder than ever Bobby was determined however to get to the amusement park.
17. Foul language ruined the live boxing match as a result the next time it will probably be taped.
18. My parents planned to go camping I believe however that they will change their minds.
19. I figured the ball game would cost me about \$5 however I did not consider the price of food.
20. Sharon did not understand the teacher's point she therefore asked him to repeat it.