

PUNCTUATING COMPLETE SENTENCES

Fill in needed punctuation. Then copy the punctuation marks into the spaces provided in the right margin. Leave a blank space to indicate that no punctuation is required. (Many of the added details in the following sentences can be joined to what comes before without a break.) Underline letters that should be changed to capitals (english). Draw a diagonal line through inappropriate capitals (high ~~S~~chool). **Note:** Do *not* use semicolons or dashes in this exercise.

- | | |
|---|-------|
| 1. How can you expect the dean _____ (1) to extend your probation | 1) |
| _____ (2) you have gone back on your contract _____ (3) too many | _____ |
| times _____ (4) | 2) |
| | _____ |
| 2. you are reading Ray Bradbury again _____ (5) Is he that good _____ (6) | 3) |
| | _____ |
| 3. There are two reasons for the opposition to the proposal _____ (7) The | 4) |
| size of the Proposed buildings _____ (8) and the inexperience of the | _____ |
| builders _____ (9) | 5) |
| | _____ |
| 4. When did you arrive _____ (10) I was waiting for you at the terminal | 6) |
| _____ (11) At three o'clock in the morning _____ (12) | _____ |
| | 7) |
| 5. Halfway through the picture, creatures from Venus invaded our planet | 8) |
| _____ (13) In Spaceships the size of the San Francisco Cow Palace _____ (14) | _____ |
| | 9) |
| 6. We did the only sensible thing under the circumstances _____ (15) | 10) |
| calling off the meeting _____ (16) What is your opinion _____ (17) | _____ |
| | 11) |
| 7. Why should taxpayers feel responsible _____ (18) for countries | 12) |
| _____ (19) Asking us for help _____ (20) and refusing to take something | _____ |
| much more important _____ (21) advice _____ (22) | 13) |
| | _____ |
| 8. A reference to our state university _____ (23) usually brings to mind a | 14) |
| football team _____ (24) Instead of an institution of higher learning | _____ |
| _____ (25) | 15) |
| | _____ |
| 9. His friends barely made a living _____ (26) working at odd jobs _____ (27) | 16) |
| | _____ |
| 10. She left at the age of twenty-one _____ (28) to study medicine _____ (29) | 17) |
| | _____ |
| | 18) |
| | _____ |
| | 19) |
| | _____ |
| | 20) |
| | _____ |
| | 21) |
| | _____ |
| | 22) |
| | _____ |
| | 23) |
| | _____ |
| | 24) |
| | _____ |

25)

26)

27)

28)

29)

11. Everything we needed was in the package _____ (30) A set of
instructions _____ (31) And an answer sheet _____ (32)

30)

31)

12. They are shooting at us _____ (33) run for your lives _____ (34)

32)

13. The company had redesigned two essential parts _____ (35) the
keyboard and the Screen _____ (36)

33)

34)
