

CUMULATIVE COMMA CHECKUP

By underlining any comma errors in these sentences and writing the corrections for them, practice all the rules for slowing a reader. Write *OK* for any correct sentences.

1. The business of today demands modern, accounting equipment.
1. _____
2. Your letter, together with a copy of the contract, arrived yesterday.
2. _____
3. We have had two orders for 4 ft., 6 in. rugs. 3. _____
4. After all we are in business to make a profit. 4. _____
5. All sales letters must be written in English in good English.
5. _____
6. Mr. Perry who is our representative in your city will call you within a week.
6. _____
7. Alma is to write the releases; Lillian the sales reports. 7. _____
8. We are unable to ship your order today, but we will ship it by express within a few days.
8. _____
9. The initial cost of equipment is not so important as maintenance costs.
9. _____
10. Municipal bonds, which yield a relatively low income, are tax free.
10. _____
11. An alert well-groomed receptionist is an asset. 11. _____
12. Currency, checks, money orders, etc. must be kept in the safe.
12. _____
13. We feel certain Mrs. McGrath that you will be pleased with our service.
13. _____
14. The well-dressed young woman seated in the outer office is an applicant