

USING PUNCTUATION MARKS CORRECTLY.

TYPE 1		TYPE 2					TYPE 3				
S + V + P, and S + V + P.		S + V + P because S + V + P					S + V + P ; however , S + V + P				
S + V + P and V + P		Because S + V + P, S + V + P.					However , S + V + P. S + V + P.				
for	and	after	although / even though	as *	as if / as though	as long as / so long as	accordingly	additiona lly	also besides	alternatively	consequently
nor	but	as soon as	because	before	by the time	even if	final	for instance	furthermore	however	in addi tion
or	yet	every time	if	in case	in order that/ so that	in the event that	in fact	indee d	instead	meanwhile	moreover
so *		just as	just in case	now that	once	only if	neverthele ss	next	of course	on the other hand	otherwise
		only when	provided that	since	unles s	until / till	quickly	similarly	still	that is	thereafter
		when	whenever	where	wherever	while/whilst	therefore	typical			

*Sometimes, it does not take a comma.

*Sometimes, it takes a comma.

1. Study the charts above. Read the sentences below. All of them have a punctuation error. Then, choose the sentence that is correctly written. Finally, choose the type.

We must design a better logo **, and** they must learn the ropes of market research.

We must design a better logo **and** they must learn the ropes of market research.

Type 1 Type 2 Type 3

After we go back to the drawing board, we will develop a better plan.

After we go back to the drawing board we will develop a better plan.

Type 1 Type 2 Type 3

We will develop a better plan **after** we go back to the drawing board

We will develop a better plan **, after** we go back to the drawing board

Type 1 Type 2 Type 3

We need to find a solution **even though** our hands are tied.

We need to find a solution **, even though** our hands are tied.

Type 1 Type 2 Type 3

Even though our hands are tied we need to find a solution.

Even though our hands are tied **, we** need to find a solution.

Type 1 Type 2 Type 3

We faced many challenges **but** we decided to go back to the drawing board.

We faced many challenges, **but** we decided to go back to the drawing board.

Type 1 Type 2 Type 3

The budget was cut **consequently** we have to go the extra mile to meet targets.

The budget was cut ; **consequently** , we have to go the extra mile to meet targets.

Type 1 Type 2 Type 3

The factory increased production. **Additionally** , it expanded its warehouse.

The factory increased production. **Additionally** it expanded its warehouse.

Type 1 Type 2 Type 3

It felt , **as if** we were back to square one after the setback.

It felt **as if** we were back to square one after the setback.

Type 1 Type 2 Type 3

We will succeed **as long as** we think outside the box.

We will succeed , **as long as** we think outside the box.

Type 1 Type 2 Type 3

The factory increased production **besides** it expanded its warehouse

The factory increased production ; **besides** , it expanded its warehouse

Type 1 Type 2 Type 3

We could buy new equipment ; **alternatively** , we could hire more employees.

We could buy new equipment **alternatively** we could hire more employees.

Type 1 Type 2 Type 3

We get down to business , **as soon as** we will see results.

We get down to business **as soon as** we will see results.

Type 1 Type 2 Type 3

We succeeded , **because** we did everything by the book.

We succeeded **because** we did everything by the book.

Type 1 Type 2 Type 3

We did not cut corners ; **therefore** , our products are of high quality.

We did not cut corners **therefore** our products are of high quality.

Type 1 Type 2 Type 3