

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	additionall y	also besides	alternatively	consequently
nor	but	as soon as	because	before	by the time	even if	final l y	for instance	furthermore	however	in add ition
or	yet	every time	if	in case	in order that/ so that	in the event that	in fact	inde e d	instead	meanwhile	moreover
so*		just as	just in case	now that	once	only if	neverthe ss	next	of course	on the other hand	otherwise
		only when	provided that	since	unles s	until / til	quickly	similarly	stil	that is	thereafter
		when	whenever	where	wherever	while/whilst	therefore	typicall y			

*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