

COMMAS, COLONS, AND SEMICOLONS

QUIZ

INSTRUCTIONS: REWRITE THE SENTENCES.

Part I: Place commas correctly in the following sentences. Commas are used to separate a series of items, to separate two or more modifiers, before conjunctions when they join independent clauses, and to offset nonessential phrases or clauses.

1. Students hugged, laughed, and compared schedules on the first day of school.
2. Always make sure you are ready at 7:10, or you will be late for school.
3. Are you really interested in going to that smelly, dirty, windowless restaurant?

Part II: Place semicolons in the following sentences. Semicolons are used in between independent clauses if they are not joined by a comma and a conjunction (and, but, or, nor, for, & yet. (See rule above.) Semicolons can also be used between independent clauses joined by words like hence, however, for instance, furthermore, etc.

1. He wanted to take a trip to Rome; therefore, he decided to start learning Italian.
2. Science is my most difficult subject; I will have to spend a little more time studying my classwork in order to do well in it.
3. Nina and her family live down the street from me; it is so nice to live close to my best friend.

Part III: Place colons in the following examples or sentences. Colons are used to indicate the following: "note what follows," to separate hours and minutes when writing out the time, between a chapter and verse when referring to the Bible, and after a greeting of a business letter.

1. She woke up too late. The bus left at 7:25, and it is now 7:46.
2. Dear Congressman Sanchez:
3. To Whom It May Concern: