

Punctuation and Grammar Unit

Commas

COMMA RULE # 1: Use commas to separate items in a list of three or more. An “item” may refer to a noun, verb, or adjective phrase.

The tree is very tall old and green.

I like to go hiking fishing swimming and camping during summer.

I have to clean my room walk the dog and take out the trash.

Complete Exercise 2 (#1-6) on pg. 317 of the Holt Grammar Handbook

COMMA RULE # 2: Use a comma to separate independent clauses (complete thoughts) when they are joined by the following conjunctions:

for, and, nor, but, or, yet, so

Note: The comma should come *before* the conjunction.

“I want to buy the new jacket but it is too expensive.”

“We can go to the zoo or we can go to the movie theater.”

“Terry is working on a project and he should be finished with it next week.”

Complete Oral Practice on pg. 320 #1-10

COMMA RULE # 3: Use a comma to separate a dependent clause (incomplete thought) from an independent clause (complete thought).

“When I get older I will be able to drive.”

“If you are good I will buy you a toy.”

“Because she is only twelve she is not old enough to drive.”

“In five minutes the building will be closed.”

“Until I reach my goal I will not stop working.”

Complete Exercise # 8 on pg. 327-328.

COMMA RULE # 4: Use a comma(s) to separate any word or phrase from the rest of the sentence that is not essential to the sentence's meaning. This phrase usually provides extra information about the subject.

“My brother a 26 year old male is watching TV.”

“Amy Rivers my best friend is going to the mall today.”

“I am ready for my dad a hard working man to come home.”

Complete Exercise 4 on pg. 322-323. Write down the sentences for
#1-3

COMMA RULE # 4:

Non essential = not important to the sentence's meaning

If a word or phrase is not essential, then you need
commas

Essential = necessary for the sentence to make sense

“Patterson Tower the recently completed office building is a monument to concrete ugliness.”

“The movie that I wanted to see is no longer playing.”

“Each person who enters the contest must send in two box tops.”

“The Mississippi River which once flowed north into Hudson Bay flows south into the Gulf of Mexico.”

“Your cat watching the dog intently walked carefully away.”

“TV commercials sometimes the most entertaining parts of a program are essentially flashy corporate propaganda.”

COMMA RULE # 5: Use a comma to separate a quotation from the rest of a sentence.

“I am tired” he muttered.

He said “We need to lower taxes!”

“We need to buy more sugar” she said “before it runs out!”

“If I don’t wake up in time” he whispered “I will be in trouble.”

“Today will be rainy” the weatherman said with a frown.

The boy watched his mother and wondered “Could I ever be that strong?”

“I love to go to the movies” Cameron said “but there is nothing good showing at all.”

“I know” Marcie replied. “It is crazy how many crappy romantic comedies they churn out.”

“Tell me about it” Cameron exclaimed. “If I see one more Kate Hudson/Matthew McConaughey puke-fest I will personally poke my eye out with an ice-pick.”

“I think that may be a little bit outrageous” Marcie pointed out “but I do agree with you.”

COMMA RULE # 6: Use a comma to separate an introductory element from the rest of a sentence.

Hi how are you?

Yes I would like more water please.

Sorry we do not have enough room.

Well I hope the problem will be fixed soon.

However I am very good at math.

Complete Exercise 6 on pg. 324 - Write down the first three sentences. For 4-10, write down the word before the comma and the word after the comma.

COMMA RULE # 7: Use a comma to separate the name of a city from a country or state. Also, use commas to separate road names from cities.

I live at 555 Tar Hill Road Chapel Hill North Carolina.

We are moving to Spokane Washington.

I visited Florence Italy last summer.

The hurricanes hit Tulsa Oklahoma and Destin Florida.

COMMA RULE # 8: Use a comma to separate the day of the week, the day of the month, and the year. Also, use a comma after a year when used in a sentence.

Tomorrow will be Sunday December 2.

George Washington was born on February 22 1732.

I will be sixteen on Tuesday the 6th of July 1582.

September 11 2001 is a date that will be remembered.

Complete Exercise 9 on pg. 328-329

Clauses

A clause is a collection of words that has a noun actively doing a verb.

They may be dependent (cannot stand on its own) or independent (can stand on its own).



Independent Clauses: expresses a complete thought

It is good to tackle the hardest chores first.

Our planets revolve around the sun.

Cheetahs are the fastest land animals.

Dependent Clauses (Subordinate Clauses): Does not make sense by itself. It does not express a complete thought.

Because I like to run

Since the cheetahs are fast

When the president arrives

DIRECTIONS: Write down each clause, and tell whether each clause is independent (IND.) or dependent (DEP.).

1. Which is located in Italy
2. Hurricanes strengthen over warm waters
3. We can hardly wait to see the movie
4. I like to swim laps to stay in shape
5. While flowers continue to bloom
6. If you can work on Sundays
7. The Alps in Switzerland are breathtaking
8. Since I don't have enough money
9. It is good to tackle the hardest chores first
10. Before the food gets cold

Complete the Oral Practice on pg. 122 by identifying whether each clause is independent or subordinate.

Also, complete Exercise 3 on pg. 123 by writing sentences with independent and dependent clauses.

Sentence by Structure

A **simple sentence** contains one independent clause.

“**Robert doesn’t eat meat.**”

“**This new laptop computer has already crashed twice.**”

A **compound sentence** has two independent clauses joined by a linking word (for, and, nor, but, or, yet, so, however).

“**I’m happy, but my kids are always complaining.**”

“**Robert doesn’t eat meat, so Barbara made a special vegetarian dish for him.**”

“**My brother and I went to the mall last night, but we didn’t buy anything.**”

DIRECTIONS: Identify each sentence as either simple or compound. Also, if it is compound, identify the linking word in the sentence.

1. Our family loves Thai food, and we order it once a week.
2. Allen is injured, so Will is playing goalie tonight.
3. I ordered a cheeseburger and small fries.
4. Eleanor and Pauline will meet us at the concert.
5. Amber ran around the track and swam several laps after practice.
6. Kimberly drove to the store, and she bought some bread.
7. He missed several answers on his test, but he made corrections to it.
8. Only one cookie remained on the plate, so Aimee did not eat it.
9. The children and their parents sang and danced around the flagpole.
10. Mark threw the football over the fence and into the neighbor's yard.

A **complex sentence** has one independent clause and one or more dependent clauses.

“**I’m happy, even though I don’t make much money.**”

“**Robert, a friend I’ve known since high school, doesn’t eat meat.**”

“**My brother and I went to the mall last night, while my sister stayed home and studied.**”

DIRECTIONS: Identify each sentence as either simple, compound, or complex. If the sentence is compound, write down the word that links independent clauses. If a sentence is complex, identify both the dependent clause and the independent clause.

1. She did not cheat on the test, for it was not the right thing to do.
2. Although Tom reads novels, Jack reads comics.
3. The basketball players stretched before the game.
4. When he was younger, Tom had many comics.
5. John went to the show, but he forgot his wallet.
6. The team will play together, or they will lose the game.
7. Because my hot chocolate was too cold, I heated it in the microwave.
8. Everyone laughed when he got a banana pie smashed in his face.
9. We looked everywhere for my brother, but we could not find him.
10. We have lost millions of manufacturing jobs to Mexico, South America, and Asia.

A **compound-complex sentence** contains 3 or more clauses: 2 independent and at least 1 dependent clause.

“I’m happy, even though I don’t make much money, but my kids are always complaining since we can’t afford to buy the newest toys.”

“My brother and I went to the mall last night, and my sister stayed home and studied because she has a test coming up.”

“Though Mitchell prefers watching romantic films, he rented the latest spy thriller, and he enjoyed it very much.”

DIRECTIONS: For each complex sentence below, identify the independent clauses and the dependent clause(s).

1. When I grow up, I want to be a ballerina, and my mom is proud of me.
2. I will get to watch television, but first, I have to clean up the dishes after we finish eating.
3. We won the game, but my uniform was muddy because it rained the entire time.
4. After our trip to the beach, school started back, and I was excited to see my friends.
5. Sarah cried when her cat got sick, but he soon got better.
6. The sun is shining through the clouds, so I think that we can go swimming.
7. Laura forgot her friend's birthday, so she sent her a card when she finally remembered.
8. The lightning flashed, and the rain fell as he entered the house.

DIRECTIONS: Identify each sentence as simple, compound, complex, or compound-complex.

1. *SportsCenter* is my favorite television show, but I also love *Baseball Tonight*.
2. The student wiped the white board that was filthy with last week's notes.
3. The trendy fashion designer released her new line on Wednesday.
4. Trina and Hareem went to a movie in Hollywood to celebrate.
5. Wicked Regina cast a spell on the entire city, so the citizens decided to rebel.
6. While waiting for the paint to dry, Angela went to Home Depot, and Martin organized the kitchen appliances.
7. After listening to the Kanye West CD, I have new respect for his music.
8. After the teacher chose groups, John and Sara were selected as partners for a project, yet Sarah did most of the work.

DIRECTIONS: Identify each sentence as simple, compound, complex, or compound-complex.

1. Barbara and Joanne whispered and giggled all night.
2. John went to school today, but James remained at home.
3. We decided to go fishing and camp out at the lake.
4. Those clouds promise rain, so we should hurry up and leave before we get caught in a flash flood.
5. Since we had only gone a mile from camp, we decided to return before dark.
6. After the tornado hit, my house was completely destroyed.
7. This summer our vacation should be both exciting and restful.
8. Older television sets had tubes; the newest models, which take less space, are digital televisions.

Colons

1. **To introduce a list of items. (Never use a colon after a verb or preposition.)**
 - o *I sent them the following information: dimensions of the crater, temperature readings, and time of arrival.*
2. **Between two independent clauses when the second explains or summarizes the first**
 - o *All of a sudden I got a sinking feeling in my gut: it felt as though a menacing presence was in the room with me.*
3. **To introduce a long or formal quotation**
 - o *A raspy voice eked out a greeting and a warning: "Insert long quote here."*
4. **For times of day**
 - o *3:30 A.M.*
5. **References to some holy books**
 - o *On the way I studied Ezekiel 1:4-21.*
6. **After the salutation of a business letter (but not a personal letter)**
 - Dear Mr. Gonzalez:*
 - To Whom It May Concern:*

I gave you the spray bottles for one reason to clean the windows.
You will need the following ingredients milk, sugar, flour, and eggs.

Johann set the alarm clock for 6 00.

My father ended every conversation the same way “Don’t give up.”

Dear Mr. Kurasu of the Kiragowa Corporation

Dear Father

Pg. 335 Exercise 11, # 1-6

Write down the sentences and
add the colon where necessary.

Apostrophes

1. Possession—One Owner

To show that something belongs to someone, use an apostrophe and the letter s.

“This is Marc's room.” (The room belongs to Marc.)

2. Possession—More than One Owner

To show that something belongs to two or more people, use just an apostrophe.

(However, if the plural form of the word does not end in s, you will need to add an apostrophe and the letter s)

“This is the kids' room.” (This room belongs to the kids.)

“This is the children's room.” (This room belongs to the children.)

3. Contractions

To show that two words have been combined and letters have been left out, put an apostrophe where the letters were removed.

“We'll (We + will) be there in 10 minutes.”

Pg. 352 - 353,
Exercise # 6 and
Exercise # 7

Major and Minor Works

MAJOR WORKS: a work that stands on it's own.

Punctuation: *italics* or underline

Book or Novel: *The Bridge to Terabthia*

Newspaper: *New York Times*

Movie: *Star Wars*

Academic Journal: *Shakespeare Quarterly*

Magazine: *National Geographic*

TV show: *The Office*

MINOR WORKS: A short piece or a title found inside a publication.

Punctuation: "Quotation Marks"

Short Story: "The Lottery"

Book Chapter: "The Potions Master" from Ch. 8 of *Harry Potter and the Sorcerer's Stone*

Newspaper Article: "Students Receive Awards"

Song Titles: "Firework" by Katy Perry

Essay: "The Fiction of Langston Hughes"

Regular Poem: "The Cremation of Sam McGee"

TV Show Episode: "Band Geeks" from Episode 15 of Season 2 of *Spongebob Squarepants*

Major or Minor Work -Write down whether the work is minor or major and give the correct punctuation.

1. The Monkey's Paw
2. Roll of Thunder, Hear My Cry
3. The Charge of the Light Brigade
4. O Captain, My Captain
5. Harry Potter and the Deathly Hallows
6. The Standard Journal
7. The Hunger Games
8. The Walking Dead
9. Counting Stars - (a song)
10. Guardians of the Galaxy Vol. 2

Appositives

An **appositive** is a noun or noun phrase that renames another noun right beside it.

The appositive can be a short or long combination of words.

Examples:

The insect, ***a cockroach***, is crawling across the kitchen table.

The insect, ***a large cockroach with hairy legs***, is crawling across the kitchen table.

The insect, ***a large, hairy-legged cockroach that has spied my bowl of oatmeal***, is crawling across the kitchen table.

Complete the following assignments:

Ex. 12 pg. 113 #1-10 in the grammar
books

Rewriting sentences with appositives
assignment

Identify the appositive in each sentence. Also identify the word that the appositive is renaming.

1. The monkey, a nimble animal, is often found in the jungle.
2. Dave Lewis, a teacher at Lawson, works with many aspiring musicians.
3. Before you trash BoBo, your last childhood stuffed animal, consider saving it.
4. The coast of Africa, one of the world's largest continents, is a prosperous trading region.
5. Mr. Sonntag hired two new teachers, Mr. Davies and Ms. Parker.
6. The fastest animal, the peregrine falcon, can travel more than 100 miles per hour at certain times.
7. Our family visited The Smithsonian Institution, a vast network of galleries in Washington, D.C.
8. Our neighbor and his daughters, Parvi and Sonya, take walks every evening.
9. The giant plane, a Boeing 747, launched into the air.
10. The flashlight should be returned to Mark, the owner.

Infinitives

Infinitives

An infinitive is the word *to* combined with the simple, or stem, form of a verb, such as: “to sing” or “to read.”

An infinitive is rarely used as a verb; instead it is used in a sentence as a **noun, adjective, or adverb.**

Noun: *His goal was **to succeed.***

Adjective: *It is time **to work** on that assignment.*

Adverb: *Fred finally went **to work.***

Remember that an infinitive includes a verb and should not be confused with a prepositional phrase starting with the preposition “to”, such as “to the street.”

Tips on identifying infinitives:

1. Look for the word “to” + a verb
 - a. Example: *My brother likes **to sing**.*
2. When identifying it as a noun replace the infinitive with “something” and see if it makes sense.

*My brother likes **something**.*

*My brother like **to sing**.*

3. Adjectives answer the questions: *how many, what kind, to what extent*
4. Adverbs answer the questions: *when, where, how*

To refuse was not an option,
so we agreed with their
demands.

We moved to Canada

The counselor has the ability
to help.

For the dishes tonight, your
job is to dry.

Exercise 9, pg. 109 #1-10

Gerunds

Gerunds are words that are formed with verbs but act as nouns. They're very easy to spot, since every gerund is ***a verb with -ing tacked to its tail.*** There are no exceptions to this rule.

To find gerunds in sentences, just look for a verb + ing that is used as a noun. It's that simple.

Examples:

Swimming in the ocean has been Sharon's passion since she was five years old.

Holly decided that *flying* above the clouds was the most incredible experience she'd ever had.

Her favorite hobby is reading.

Learning is important to me so I do my homework.

Eating ice cream on a windy day can be a messy experience if you have long, untamed hair.

Exercise 6 on pg. 106, #1-10

Read each sentence and
identify the gerund.

A **gerund phrase** contains a gerund and all its modifiers and complements.

“Eating ice cream on a windy day can be a messy experience if you have long, untamed hair.”

“A more disastrous activity for long-haired people is blowing giant bubble gum bubbles with the car windows down.”

Eating strawberries without
washing them might make you
sick.

The kids were excited about
eating birthday cake.

Jennifer is always baking
something in the kitchen.

Exercise 7 on pg. 107, #1-10

Read each sentence and
identify the gerund phrase.

Participles

A participle is a verb form that can be used as an adjective.
Participles mostly end in -ing or -ed.

“The smiling child waved at the student as he passed by.”

(smiling comes from the verb “smile” but describes the child that waved.)

“The police officer searched the abandoned warehouse.”

(abandoned comes from the verb “abandon” but describes the type of warehouse.)

Can you help me fix the
leaning column of blocks?

The broken glass cut my foot.

The torn paper is my
homework from yesterday.

Speeding toward the finish
line, Will was going to win the
race.

Exercise # 4, pg. 102 # 1-10

Identify the participle AND the
word that it modifies.