# Writing Conventions Handbook:
## Punctuation, Sentences Construction, and Syntax

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Complete and Simple Subjects and Predicates

2c. The simple subject is the main word or word group that tells whom or what the sentence is about.

The complete subject consists of the simple subject and any word or word groups used to modify the subject.

2d. The simple predicate, or verb, is the main word or word group that tells something about the subject.

The complete predicate consists of the simple predicate and all of the words used to modify the simple predicate and to complete its meaning.

EXERCISE In the following sentences, underline the complete subject once and the complete predicate twice. Then, circle and label the simple subject (SS) and the simple predicate (SP).

Example 1. The small, isolated nation of Iceland is a republic with a long and proud history.

1. Before the tenth century, not many foreigners had visited Iceland.
2. One of the early Norse settlers was Eric the Red.
3. A kind of parliament, the Althing was established in 930.
4. The island nation had much turmoil in its early days.
5. The stories of early Icelanders are recorded in long narratives called sagas.
6. One famous saga is called the Laxdaela Saga.
7. Pirates from other countries often raided the coastal towns.
8. In the late 1800s, a measure of stability returned to the island.
9. For centuries, the small nation of Iceland remained under the Danish crown.
10. During World War II, the Allied forces sent troops to Iceland in case of a German attack.
11. Toward the end of the war came an almost unanimous Icelandic vote for independence from Denmark.
12. The people of Iceland, nearly all highly literate, are some of the world’s most avid readers.
13. The oldest book club in Iceland was founded in 1816.
14. The fishing industry is one of Iceland’s most important.
15. Only about one fourth of the island is suitable for human habitation.
16. Many of Iceland’s two hundred volcanoes are active to this day.
17. In 1963, a new island was formed by volcanoes off the southern coast.
18. The island was named Surtsey after Sutur, the god of fire in Icelandic mythology.
19. Deep canyons, called fjords, cut into the island’s coasts.
20. The island’s residents sometimes keep warm in the natural hot springs.

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Direct Objects

2h. A direct object is a complement that tells who or what receives the action of a verb or shows the result of the action.

A direct object may be a noun, a pronoun, or a word group that functions as a noun. To find a direct object, ask Whom? or What? after a transitive verb. Direct objects may be compound.

DIRECT OBJECT  Edgar chose the easiest task. [Chose what? Task.]

Your grandmother misses you and your sister.  
[Misses whom? You and your sister.]

EXERCISE Underline the direct objects in the following sentences. Then, indicate whether the direct object answers Whom? or What?

Example  1.  Will this class include a section on short-film production?

1. John Le Carré writes suspenseful spy stories about international intrigue.
2. You are eating a nutritious meal this morning.
3. Elizabeth sold me her computer for a very reasonable price.
4. Ramón entertained Sam and me with an account of his vacation.
5. Andrés Segovia transcribed pages of classical music for the guitar.
6. After a lengthy campaign process, the students elected Miguel.
7. Doing word puzzles makes Tien and his grandfather happy.
8. Ms. Hamilton appointed Bill and me.
9. You may pick up an information sheet at the front desk.
10. Open this envelope and please read it to me.
11. Ted and I will carry the tent during the weekend camping trip.
12. Before the storm, we all filled sandbags.
13. Please sign your name at the bottom of the registration form.
14. Lindsey received her pilot’s license last year.
15. Miss Webber has canceled the meeting of the student dance committee.
16. Karen left her coat in Mr. Singh’s restaurant the other night.
17. Did Tina and Tranh finish Ms. Yanez’s homework?
18. A robin has built its nest on the stone ledge outside my window.
19. Unfortunately, I have lost my mother’s car keys again!
20. The flamenco dancer from Paraguay practiced his dance steps last night before the show.

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Indirect Objects

2i. An indirect object is a complement that often appears in sentences containing direct objects and that tells to whom or to what or for whom or for what the action of a transitive verb is done.

An indirect object may be a noun, a pronoun, or a word group that functions as a noun. To find an indirect object, ask To whom? or To what? or For whom? or For what? after a transitive verb. Indirect objects may be compound.

**INDIRECT OBJECT**  Mother gave me the rest of the chores. [Gave the rest of the chores to whom? Me.]

**EXERCISE** Underline the indirect object(s) in each of the following sentences. Then, circle the direct object(s) of each sentence.

Example  1. Perhaps your English teacher would write you a letter of recommendation.

1. Would you lend me your umbrella?
2. I sent Bill and Norine a card for their anniversary.
3. At Thanksgiving, I gave my aunt a basket of fruit and some flowers.
4. Please lend Allison your sheet music for that chorus.
5. Did Mr. Terry write you a dramatic role in the school play?
6. Maria taught her family’s dogs some clever tricks.
7. I am sure we can find Al a tennis racket.
8. Raul assigned me the role of secretary.
9. Derrick offered the three of us tickets to the school concert.
10. After three months of procrastination, Lani finally sent Janet a letter.
11. I picked my mom a bouquet of flowers for her birthday.
12. The chef offered everyone bread, cheese, and fruit after dinner.
13. Worrying about his college entrance exam gave Arthur headaches.
14. Can you and your sister show Dora the right bus?
15. Clara built her older sister’s children a treehouse in the backyard.
16. Samuel gave our hiking group detailed directions to the campsite.
17. The judges awarded Tina the first-place prize in the spelling competition even though she could not attend the ceremony.
18. My veterinarian gave my cat a fuzzy new toy.
19. His adventure in Mr. McGregor’s garden taught Peter Rabbit a lesson.
20. Ilse brought our entire family some Christmas gifts from Germany.
Sentences Classified According to Structure

4h. Depending on its structure, a sentence can be classified as simple, compound, complex, or compound-complex.

(1) A **simple sentence** contains one independent clause and no subordinate clauses.

**EXAMPLE** Andrés Segovia revolutionized the classical guitar.

(2) A **compound sentence** contains two or more independent clauses and no subordinate clauses.

**EXAMPLE** Segovia brought classical guitar music to a wide audience, and he talked many composers into writing for the guitar.

(3) A **complex sentence** contains one independent clause and at least one subordinate clause.

**EXAMPLE** When he played, it sometimes seemed that two or three guitars were playing.

(4) A **compound-complex sentence** contains two or more independent clauses and at least one subordinate clause.

**EXAMPLE** He was a master of technique, and when he wanted, he could make the guitar weep.

EXERCISE Classify each of the following sentences according to its structure. On the line provided, write S for simple, CD for compound, CX for complex, or CD-CX for compound-complex.

Example  **CD-CX** 1. Heather was nervous at first, but she calmed down as soon as the game got underway.

_____ 1. This crystal comes from England and is handmade.

_____ 2. We particularly enjoyed the exhibition of Turner’s paintings that we saw in London.

_____ 3. Spike Lee is an acclaimed filmmaker who writes, directs, and acts in his own movies.

_____ 4. Confucianism, which is known to the Chinese as *Ju Chaio*, teaches that people should behave according to their proper roles—father and son, ruler and subject, master and servant.

_____ 5. When we arrived at the campsite, Roger set up the tent and Mom searched for firewood.

_____ 6. The puppet show bored the children, but their parents thoroughly enjoyed it.

_____ 7. There are more possible connections between cells in one human brain than there are grains of sand on all of the world’s beaches.

_____ 8. When it is done correctly, scuba diving is great fun, but it can also be dangerous if attempted without proper training.

_____ 9. The air temperature rose to 100 degrees, and tempers rose as well.

_____ 10. On the tip of the island of Sicily, high above the crashing surf, sits the mysterious walled city of Erice.
The Independent Clause

4b. An independent (or main) clause expresses a complete thought and can stand by itself as a sentence.

EXAMPLES

1. The patrons raved about the chilis rellenos. [one independent clause]
2. The restaurant had been open for only a few weeks, but already it had a reputation for delicious food and good service. [two independent clauses joined by but]
3. After we had tasted the salsa, we knew that we had found a quality restaurant. [an independent clause combined with two subordinate clauses]

EXERCISE A In the following sentences, underline the independent clauses. For each independent clause you underline, identify the subject and verb by writing S above the subject and V above its verb.

Example 1. I always order guacamole, but Fern is not fond of avocados.

1. The wait staff wear brightly embroidered clothing.
2. Stuffed jalapeños make an excellent appetizer, but the black bean nachos are good, too.
3. I sometimes eat chips and salsa before the entrée arrives.
4. Fern likes enchiladas, but I like tacos.
5. I always leave a good tip, for the wait staff are attentive and quick.
6. The pico de gallo stings my mouth a bit, but it tastes good.
7. Is Mexican food your favorite, or do you prefer Italian?
8. Some people prefer bland foods.
9. I enjoy the soothing atmosphere and the delicious food.
10. I don’t particularly like, on the other hand, the arrival of the bill.

Independent and Subordinate Clauses

4b. An independent (or main) clause expresses a complete thought and can stand by itself as a sentence.

EXAMPLE I like Indian food, but my sister prefers Chinese or Thai dishes. [two independent clauses joined by but.]

4c. A subordinate (or dependent) clause does not express a complete thought and cannot stand by itself as a sentence.

EXAMPLE before Tim arrived
The meaning of a subordinate clause becomes clear only when the subordinate clause is combined with an independent clause.

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**EXERCISE** For each of the following sentences, classify the underlined word group by writing above it *IC* for independent clause or *SC* for subordinate clause.

**Example 1.** Roberto has almost finished his term paper, which is about the Moorish empire.

1. The Muslims, who were known in Spanish history as the Moors, invaded Spain from North Africa in A.D. 711.
2. Moorish Spain, which is known as Andalusia, grew very prosperous.
3. When al-Hakam II became caliph, or ruler, a renaissance of learning took place.
4. In addition, Andalusia’s economy expanded as agriculture, mining, and industry all made strides forward.
5. Andalusia set up trade with North Africa, further increasing economic growth.
6. The Moors brought new crops—apricots, almonds, and sugar cane—to the region, which they irrigated with complicated structures.
7. Arab Muslims, Spanish Christians, and Jews collaborated in Andalusia to create celebrated centers of science at a time when much of Europe was still mired in the Dark Ages.
8. The Alhambra, which was a Moorish fortress and palace in Granada, drew the admiration of many people.
9. Moorish power in Andalusia began to fall apart after the Christian armies of King Alfonso VIII defeated the Moorish army in 1212.
10. When the capital, Córdoba, surrendered to the Christian king Ferdinand III in 1236, the Moorish empire in Spain was weakened significantly.

**Appositives and Appositive Phrases**

3k. **An appositive** is a noun or a pronoun placed beside another noun or pronoun to identify or describe it.

**EXAMPLE** Have you read Gary Soto’s short story “The Jacket”?

3l. **An appositive phrase** consists of an appositive and its modifiers.

**EXAMPLE** Akela, the youngest in our family, wants to become a trapeze artist.

**EXERCISE A** Underline the appositive or appositive phrase in each of the following sentences, and draw an arrow to the word or word group it identifies.

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Example 1. Emilie is knowledgeable about nutrition, a widely discussed topic in his home.

1. We finally convinced Rashard’s friend Casey to join the team.
2. Yori’s letter, a poem about our friendship, made my birthday unforgettable.
3. Charlie Belliveau, the high school custodian, convinced a boy not to quit school, and that boy eventually became the mayor of our city.
4. Without Blair, the housekeeper, nobody in that family would know how to get through their days.
5. Those overalls, my favorites, have been mended and patched dozens of times.
6. This grandfather clock, an oak masterpiece of handiwork, is an antique.
7. My cousin Amanda is a veterinarian who works at a wildlife park.
8. A hardy perennial, the grape hyacinth comes from a bulb that is planted in the fall and blooms in the spring.
9. The party, a celebration of my friend’s eighteenth birthday, was held at a local swimming pool.
10. Lanelle’s favorite song, “Moondance,” is a jazz rock tune sung by Van Morrison.

EXERCISE B Add meaning to each sentence below by turning the underlined appositive into an appositive phrase. Write the appositive phrase on the line provided.

Example 1. That long-awaited ceremony, graduation, is fast approaching.

11. Do we all have to wear those hats, mortar boards? ______
12. At least our robes will be a beautiful color, blue. ______
13. Soon we will be leaving for our next adventure, college. ______
14. Mr. Longmire and Dr. Terry, professors, will give speeches. ______
15. Graduation ceremonies, rituals, can be very meaningful. ______

The Noun Clause

4e. A noun clause is a subordinate clause that is used as a noun. A noun clause may be used as a subject, a predicate nominative, a direct object, an indirect object, an object of a preposition, or an appositive.

EXAMPLES

How the Colosseum was built was the topic of discussion. [subject]

My opinion is that he should be given an award. [predicate nominative]

I know that hieroglyphics were used by the ancient ______

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Egyptians. [direct object]
The library is giving whoever wishes to come free tickets for a tour of the museum. [indirect object]
Give the money to whomever you want. [object of a preposition]
The belief that the earth is flat was refuted a long time ago. [appositive]

**EXERCISE** Underline the noun clause in each sentence. Then, identify how the noun clause is used by writing above it S for subject, **DO** for direct object, IO for indirect object, OP for object of a preposition, or PN for predicate nominative.

**Example 1** No one can predict when the problem of pet overpopulation will finally be solved.

1. You can discuss your report with whichever teacher is available.
2. A little praise from time to time is what most children need.
3. The mayor will give whoever passes the finish line first a key to the city.
4. The teacher said that this little chunk of granite is over four billion years old.
5. What happened to the fabled city of Atlantis remains a mystery.
6. We will donate whatever we do not need to the Salvation Army.
7. The committee’s decision was that solar power cells should be installed.
8. Deke expounded his weird theories to whoever would listen to them.
9. Marie Curie discovered that radium is an element.
10. How whales hunt by means of echolocation will be our subject for today.

**Infinitives and Participles**

8h. The *present infinitive* expresses an action or a state of being that follows another action or state of being.

**EXAMPLE** The boys hoped to win the tennis match.

8i. The *present perfect infinitive* expresses an action or a state of being that precedes another action or state of being.

**EXAMPLE** Paula would like to have received an invitation.

8j. When used as a verbal, the *present participle* or *past participle* expresses an action or a state of being that occurs at the same time as another action or state of being.

**EXAMPLE** Walking onstage, I heard the applause.
8k. When used as a verbal, the present perfect participle expresses an action or a state of being that precedes another action or state of being.

**EXAMPLE** Having been notified, I wrote a speech.

**EXERCISE** In the sentences below, cross out any errors in the use of infinitives or participles and write the correct forms above them. *(Note: There is more than one way to revise some sentences.)*

Example 1. I would like to have gone to the play with you when it opens next week.

1. Leaving my book at home, I had borrowed another copy from the teacher.
2. My ten-year-old brother hopes to have become an architect.
3. Ten minutes ago, Ms. Shane said, “You should choose a classmate to have worked with on this project.”
4. The little girl stood on the curb, having looked both ways for cars before she crossed the street.
5. Excited to be elected class president, Carlotta outlined her ideas for the year.
6. Cole would like to take physics with us this semester, but he had to take another math class instead.
7. Having waited for the light to change, I gazed out the windshield.
8. Not wanting to have waked the sleeping baby, Emma tapped on the window.
9. I hope to have read all of Shakespeare’s tragedies this summer.
10. Having shaken his head and muttered to himself, the team captain walked off the field.

**Gerunds and Gerund Phrases**

3g. A gerund is a verb form ending in –ing that is used as a noun.

**EXAMPLE** Mario places great importance on listening.

3h. A gerund phrase consists of a gerund and its modifiers and complements. The entire phrase is used as a noun.

**EXAMPLE** Their highest priority is serving customers efficiently and courteously.

**EXERCISE A** Underline the gerund or gerund phrase in each of the following sentences. Then, identify its function in the sentence by writing, on the line provided, S for subject, PN for predicate nominative, DO for direct object, IO for indirect object, or OP for object of a preposition.

Example  OP 1. During the summer Mae earns money by mowing people’s
lawns.

1. One of the most exciting experiences my family ever had was adopting my baby brother.
2. Translating from Chinese to English is a rare and valuable skill.
3. The coach was praised for treating each of her players with respect.
4. Emilio taught Cajun cooking in an adult education class.
5. Tanya, a conscientious person, gives caring for her new puppy top priority.

**EXERCISE B** On the line provided, write a sentence using each of the following gerunds in a gerund phrase. Follow the instructions in parentheses.

Example 1. *preparing* (Use the gerund phrase as an object of a preposition.)

*Leslie devoted the evening to preparing her presentation.*

6. *painting* (Use the gerund phrase as a subject.) ____

7. *complaining* (Use the gerund phrase as a predicate nominative.) ____

8. *swimming* (Use the gerund phrase as a direct object.) ____

9. *saving* (Use the gerund phrase as an object of a preposition.) ____

10. *caring* (Use the gerund phrase as an indirect object.) ____

The Adjective Clause

4d. *An adjective clause* is a subordinate clause that modifies a noun or a pronoun.

*An adjective clause* usually follows the word or words it modifies and tells *what kind* or *which one.*

**EXAMPLE** The Inca, *who were great weavers,* often used threads spun of birds' feathers and gold. [The adjective clause *who were great weavers* modifies the noun *Inca.*]

**EXERCISE A** In each of the following sentences, underline the adjective clause and circle the word or words the adjective clause modifies.

Example 1. *Mr. Mendoza, who traveled to Sri Lanka, has prepared a slide show of his trip.*

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1. Sri Lanka is an island nation that lies off the coast of the southern tip of India.
2. This island, which was formerly called Ceylon, is famous for its tea.
3. It is a country where both the land and the people present dramatic contrasts.
4. Mount Pidurutalagala, which rises to a height of 8,281 feet (2,524 meters), stands in contrast to the coastal lowlands.
5. The teachings of the principal religion, Buddhism, contrast with the civil war that has ravaged the country in recent years.

**EXERCISE B** In each of the following sentences, underline the adjective clause and circle the word or words the adjective clause modifies.

**Example** 1. My grandparents can remember a time when computers did not even exist.

6. It is futile to worry about things that are in the past.
7. Chinua Achebe is a Nigerian author whose books I enjoy.
8. I hardly recognized the house where I had spent my childhood.
9. The red maple that grows in our backyard turns a beautiful shade of red in the autumn.
10. The 1960s was an era when many young people debated government policies.
11. Astronomy is a subject that I would like to study in more depth.
12. The Shang people of ancient China imported jade, which they laboriously carved into objects of exquisite beauty.
13. The rain forests where the cockatoos live are being destroyed.
14. Felicia explained the terminology that the programmers had used in the manual.
15. Thailand, which provides the world with much of its rice and teak, is one of the largest countries in Southeast Asia.

**The Adverb Clause**

**4f.** An **adverb clause** is a subordinate clause that modifies a verb, an adjective, or an adverb.

An adverb clause tells how, how much, when, where, why, to what extent, or under what conditions.

**EXAMPLES**

- Before you leave Japan, take a picture of the family with whom you are staying.
- The rice paddies were dry because the rains had not come.
- Daryl plays the guitar better than he plays the violin.

**EXERCISE A** In each of the following sentences, underline the adverb clause and circle the word or words the clause modifies.
1. After I eat lunch, I will clean my room.
2. This hat is prettier than that one is.
3. When you get home, please clean your room.
4. Do you really watch tennis on TV more than you watch basketball?
5. George Bernard Shaw did not write a play until he was thirty-five years old.
6. Karen makes friends wherever she goes.
7. If you like the music of Mozart, you will love Beethoven’s first symphony.
8. Don’t open that present early unless you want to ruin the surprise.
9. Because Keith was born in Tokyo, his parents gave him a Japanese middle name.
10. Provided that you complete the training, you can start work next week.

EXERCISE B Use each of the subordinating conjunctions in parentheses to compose a sentence with an adverb clause.

Example 1. (as soon as) As soon as we heard the thunder in the distance, we cut our hike short and turned back toward the car.

11. (if) _____
12. (as long as) _____
13. (because) _____
14. (unless) _____
15. (while) _____

Sentences and Sentence Fragments

2a. A sentence is a word group that contains a subject and a verb that expresses a complete thought.

SENTENCE FRAGMENT Last summer on my vacation.

SENTENCE Last summer on my vacation, I went to Arizona.

EXERCISE If one of the following word groups is a sentence, add appropriate capitalization and punctuation and write S before the item number. If the word group is a sentence fragment, add or delete words to make it a sentence. Then, add appropriate capitalization and punctuation.

Example 1. did think of the class field trip to the American Indian reservation

What did you think of the class field trip to the
American Indian reservation?

1. oraibi is one of the oldest continually inhabited villages in America

2. according to the guide’s lecture, the Hopi reservation is surrounded by the Navajo reservation

3. a remarkable description given about the life of the Hopi people

4. situated near several massive stone mesas, the eleven villages by the canyon

5. found on the protected Hopi reservation in the beautiful Arizona desert

6. tewa, Sichomovi, and Walpi are three villages atop the mesa

7. breathtaking cliff-side stone houses they are

8. the villages, also called “pueblos”

9. are some villages known for pottery

10. a pleasant visit to this ancient reservation, a sight to behold

Correct Use of Verb Tenses A

8e. Each of the six tenses has its own uses.

**PRESENT TENSE** Dwayne makes the batter for the shrimp tempura. [The action is occurring now.]

**PAST TENSE** Last weekend he made pork lo mein. [The action occurred in the past and did not continue into the present.]

**FUTURE TENSE** Tomorrow he will make his specialty, chicken teriyaki. [The action will occur in the future.]

**PRESENT PERFECT TENSE** Conchita has sent her application to the University of Virginia. [The action occurred at some indefinite time in the past.]

**PAST PERFECT TENSE** She already had sent applications to two other universities. [The action occurred in the past and ended before some other past action.]
FUTURE PERFECT TENSE  By next week, Conchita will have sent at least five applications. [The action will end before some other action takes place.]

EXERCISE In each sentence below, underline the verb form in parentheses that correctly completes the sentence.

Example 1. We (have been working, will have been working) in the yard all morning.

1. Be sure you (have put, will have put) the lid on the trash can before leaving it at the curb.
2. By next Thursday, Monica (has been finishing, will have finished) all the exams for her first semester of college.
3. Tired of waiting, the impatient couple (leaves, had left) by the time the clerk called their number.
4. Without telling their coach, the tennis team (will be training, trained) harder than usual for the meet they won yesterday.
5. Because the starting guard picked up three fouls in the first ten minutes of the game, my sister (played, will play) at that position until the second half.
6. Do you know that Jennifer Moddes still (has been, is) the tallest of the four sisters?
7. Because Bryan had outgrown his favorite pair of pants, he (gave, gives) them to his younger brother.
8. My cousin (collects, has been collecting) photographs of the desert ever since his trip to the Grand Canyon.
9. What (will have been, was) your favorite chapter in that book?
10. Sometimes I accidentally (do call, will call) the twins by the wrong name.

Special Problems in Subject-Verb Agreement A

5h. The contractions don’t and doesn’t should agree with their subjects.

EXAMPLES  Darnell doesn’t play baseball anymore.
            The tamales don’t seem too spicy to me.

5i. When the subject follows the verb, find the subject and make sure that the verb agrees with it.

EXAMPLES  In my opinion, there are several good reasons to vote for that candidate.
            Have Shanda and Melanie returned from the polls yet?

The contractions here’s, there’s, when’s, and where’s incorporate the singular verb is and therefore should be used only with singular subjects.

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NONSTANDARD  Where’s the tomatoes for the gazpacho?

STANDARD  Where are the tomatoes for the gazpacho?

EXERCISE In the following sentences, underline every subject. Then, draw a line through any incorrect verb, and above it write the form that agrees with the subject.

Example 1.  Here are the keys you’ve been looking for, Denise.

1. By the way, where’s the tapes that you borrowed last week?
2. Doesn’t the fountain and the bird bath freeze in the winter?
3. There’s the exchange students from Germany and Romania.
4. Here’s the ingredients for the vegetarian lasagna.
5. Is Jenny and her sister both in the choral ensemble?
6. Where’s Brent and Joey going over spring break?
7. In addition to your family, was there any friends and neighbors at your grandfather’s birthday party?
8. As you know, there’s several items on tonight’s PTA agenda that concern us seniors.
9. Don’t this leather-bound journal from the Netherlands belong to you?
10. Here’s the books about World War II that Ms. Ramos put on reserve for us.

Subject-Verb Agreement A

5b. A verb should agree in number with its subject.

(1) Singular subjects take singular verbs.
(2) Plural subjects take plural verbs.

5c. The number of a subject is not changed by a word in a phrase or a clause following the subject.

EXAMPLES  That plan sounds feasible to me. [singular subject and verb]
           The girls and boys on the tennis team are having a car wash. [plural subject and verb]
           To finish three chapters is my goal.
           The lead singer, as well as the band members, is rehearsing.
           The funds that they raise from this event are for charity.

EXERCISE A In each of the following sentences, underline the subject of the verb in parentheses. Then, underline twice the verb in parentheses that agrees in number with the subject.

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**Example 1.** My parents, who both enjoy editorials, often has, have interesting discussions about the columns.

1. Opinions on the editorial page is, are often diverse.
2. Ellen Goodman, as well as other writers, speaks, speak on political issues.
3. A person who reads daily newspapers keeps, keep up on the issues.
4. One writer of humorous columns is, are Art Buchwald.
5. Government policy, along with rising taxes, receives, receive his barbs.

**EXERCISE B** Proofread the following sentences for errors in subject-verb agreement. Cross out each incorrect verb form, and write the correct form in the space above it. If a sentence is already correct, write C at the end.

**Example 1.** Prince Olaf, accompanied by many members of his court, was seen shopping at the mall.

6. Her answer to all requests of this kind are the same.
7. A few members of the club usually dominate the proceedings.
8. The editorials in a newspaper often reflect the editor’s personal bias.

**Subject-Verb Agreement C**

*Don’t and Doesn’t*

The contraction don’t stands for the words do not. The helping verb do is plural. The contraction doesn’t stands for the words does not. The helping verb does is singular.

5h. The contractions don’t and doesn’t should agree with their subjects.

Use don’t with plural subjects and with the pronouns I and you. Use doesn’t with singular subjects, except for the pronouns I and you.

**EXAMPLES** Those beetles don’t scare me! [Both subject and verb are plural.]

I don’t fear beetles. [I is the subject, so don’t agrees.]

That beetle doesn’t scare me! [Both subject and verb are singular.]

**Collective Nouns**

**Collective nouns** name a group of people or things. Common collective nouns include army, assembly, audience, band, club, crowd, family, flock, group, herd, jury, staff, swarm, and team.

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5j. A collective noun may be either singular or plural, depending on its meaning in a sentence.

A collective noun is singular when it refers to the group as a whole. A collective noun is plural when it refers to the individual parts or members of the group.

**SINGULAR** The committee **is** meeting at four o’clock. [The group as a unit is meeting, so the noun is singular. The singular verb *is* agrees in number.]

**PLURAL** The committee **are** preparing their notes. [Individual members of the committee are preparing their notes, so the noun is plural. The plural verb *are* agrees in number.]

**EXERCISE A** Underline the verb in parentheses that agrees with the underlined subject in each of the following sentences.

**Example 1.** *(Doesn’t, Don’t)* his jokes make you laugh? [The subject *jokes* is plural, so the verb should be plural.]

2. After the show, the crowd *(claps, clap)* their hands. [Individual members of the crowd clap, so the verb should be plural.]

1. This volleyball *(doesn’t, don’t)* have enough air in it. [Which contraction agrees with the singular subject?]

2. *(Is, Are)* a group going to the new action movie tonight? [Is the collective noun referring to the whole group or individual members of the group?]

3. *(Doesn’t, Don’t)* you work at the YMCA each summer?

4. A swarm of bees *(lives, live)* in that hollow tree!

---

**Subject-Verb Agreement: Indefinite Pronouns A**

5d. Some indefinite pronouns are singular, some are plural, and some can be singular or plural depending on how they are used.

**EXAMPLES** Neither of those films **is** available on video.

Few who have read that book **praise** it.

Most of the movie **is** exciting. [*Most* refers to the singular noun *movie*.]

Most of the action scenes **are** exciting. [*Most* refers to the plural noun *scenes*.]

**EXERCISE A** In each of the following sentences, circle the subject of the verb in parentheses and above it write *S* for **singular** or *P* for **plural**. Then, underline the verb in parentheses that agrees in number with the subject.

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Example 1. Did you know that no one from our school (are, is) going to that college next year?

1. Anybody who had his or her parents’ permission (were, was) allowed to go on the field trip.
2. Several of our neighbor’s puppies (have, has) found good homes.
3. Some of the puzzle pieces (is, are) missing, but you can still figure out what the picture is.
4. Everything you’ve advised me to do (has, have) been for the best.
5. Something to think about (is, are) where you expect to be in five years.

**EXERCISE B** Most of the following sentences contain an error in agreement between a subject and a verb. First, circle the simple subject of each sentence. Then, draw a line through each incorrect verb, and above it write the form that agrees with the subject. If a sentence is correct, write C at the end.

6. Some of the members of the safety patrol is not satisfied with the current regulations.
7. All of the marigolds was blooming.
8. Everyone with high marks are eligible for the scholarship.
9. Only a few of the class members has applied.
10. None of the equipment were salvaged after the devastating flood.
11. Both of those answers is correct.
12. Neither of the pitchers were able to stop the Hawks from winning the game.
13. Most of the incident was captured on videotape.
14. Each of the gymnasts has completed the entry form.
15. Of all the blouses on sale, several was my size.

**Clear Comparisons and Absolute Adjectives A**

9i. Be sure comparisons are clear.

When making comparisons, clearly indicate what items you are comparing.

**UNCLEAR** These brakes are better than any other car.

**CLEAR** These brakes are better than those on any other car.

Be sure to include all words necessary to complete a *compound comparison*.

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INCOMPLETE  I’m at least as qualified, if not more than, the other candidate.

COMPLETE  I’m at least as qualified as, if not more than, the other candidate.

Absolute adjectives have no comparative or superlative forms, so they should not be used in comparative constructions in formal writing.

INFORMAL  My answer is more correct than your answer.

FORMAL  My answer is correct.

EXERCISE  In each of the following sentences, correct any unclear comparisons, incomplete comparisons, or incorrect absolute adjective forms. Cross out any unnecessary words. Insert any missing word by inserting a caret (^) and writing the word above it.

Example 1. Their house is as old if not older than, our house.

1. Howard told me more about ice fishing than you.
2. I have heard more about the new class than Dr. Taylor.
3. It seems as if my uncle’s collection of books is larger than the library.
4. This book is as long, if not longer than, A Tale of Two Cities.
5. Our coaching staff has the most unique training techniques.
6. Dad gave me a longer speech than you.
7. Copernicus thought it was more true that the earth orbited the sun than the other way around.
8. This essay is as good, if not better than, any I have written thus far.
9. My hero, Stephen Hawking, has used mathematics to try to develop a more complete model of how the universe works.
10. Do hawks eat more small animals than eagles?

The Possessive Case

The personal pronouns in the possessive case—my, mine, your, yours, his, her, hers, its, our, ours, their, and theirs—are used to show ownership or possession.

6f. The possessive pronouns mine, yours, his, hers, its, ours, and theirs are used in the same ways that the pronouns in the nominative and objective cases are.

EXAMPLES  Hers was the best performance of the night. [subject]

I got mine at a department store. [direct object]

6g. The possessive pronouns my, our, your, his, her, its, and their are used to modify nouns and pronouns.

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EXAMPLES  Your poem is beautiful. Its imagery is outstanding.

6h. A noun or a pronoun preceding a gerund should be in the possessive case.

EXAMPLE  Mother objected to his calling at such a late hour.

EXERCISE A  On the blank in each of the following sentences, write an appropriate possessive pronoun to correctly complete the sentence.

Example  1.  Father had tired of our procrastinating.

1. My parents have become close friends with _____.
2. _____ winning the game came as no surprise to loyal fans.
3. Please tell the senator _____ views on the issue.
4. Ms. Pearson encouraged _____ studying in groups.
5. That old coat of _____ really needs a good cleaning.

EXERCISE B  For each of the following sentences, underline the possessive pronoun. Then, above each pronoun, identify its function by writing S for subject, PN for predicate nominative, O for object, or M for modifier.

Example  1.  We were all elated by his scoring in the top 2 percent of the state.

6. Do you know his address or phone number?
7. This cardigan sweater is hers.
8. We ordered ours yesterday afternoon.
9. Mrs. Champion gave theirs a thorough review.
10. Your bicycle seat and mine are not the same height.

**Who and Whom**

In questions, who is used as a subject of a verb or as a predicate nominative. Whom is used as a direct object, an indirect object, or an object of a preposition.

EXAMPLES  Who is speaking? [subject] Who was the winner? [predicate nominative]

Whom do you trust? [direct object] For whom is the gift? [object of preposition]

When choosing between who and whom in a subordinate clause, determine how the pronoun is used in the clause.

EXAMPLES  The man who called was Dr. Tehrani. [Who is the subject of

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The man whom I called was Dr. Tehrani. [Whom is the direct object of the verb called.]

EXERCISE A Underline the subordinate clause in each of the following sentences. Then, on the line provided, indicate how who or whom is used in the clause. Write S if it is the subject in the clause, PN if it is the predicate nominative, DO if it is the direct object, or OP if it is the object of a preposition.

Example S 1. Ms. Kohari, who was released from the hospital yesterday, will recuperate at home for three more weeks.

1. Did you notice who the goalie was?
3. The boy with whom I was sitting is a student from Kenya.
4. Coco Channel was a designer whom many others have imitated.
5. We enjoyed our visit with Mr. Cullen, whom we had not seen for months.

EXERCISE B Underline the correct pronoun in parentheses in each of the following sentences.

Example 1. I do not know (who, whom) the guest speaker will be.

6. I wondered (who, whom) the next volunteer would be.
7. We can’t remember (who, whom) played the leading role.
8. (Who, Whom) has been selected as the team captain?
9. Dr. Brooks is a woman (who, whom) I greatly admire.
10. Do you know with (who, whom) Raskolnikov plotted?
11. Ms. Quarles, (who, whom) I met at the trial, is a reporter.
12. (Who, Whom) is your favorite poet?
13. Have you decided (who, whom) you will vote for on Tuesday?
14. (Who, Whom) can I rely upon to take care of my pets while I am on vacation?
15. Carol knows (who, whom) won the contest.

Special Pronoun Problems

6i. A pronoun used as an appositive should be in the same case as the word to which it refers.
6j. A pronoun following than or as in an elliptical construction should be in the same case as it would be if the construction were completed.

A reflexive pronoun ends in –self or –selves and refers to the subject of the sentence or clause.

An intensive pronoun emphasizes its antecedent and has no grammatical function in the sentence.

6k. A pronoun ending in –self or –selves should not be used in place of a personal pronoun.

Like most personal pronouns, the pronoun who (whoever) has three case forms.

<table>
<thead>
<tr>
<th>NOMINATIVE</th>
<th>OBJECTIVE</th>
<th>POSSESSIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>who, whoever</td>
<td>whom, whomever</td>
<td>whose, whoever</td>
</tr>
</tbody>
</table>

EXERCISE A Complete each of the following sentences by writing an appropriate reflexive or intensive pronoun in the blank. Then, classify the pronoun by writing above it, R for reflexive or I for intensive.

Example 1. Mimi made ________ a quesadilla for dinner.

1. Since no one else would do it, we cleaned the garage _____.
2. Michael gave _____ the day off.
3. You should allow _____ plenty of time to paint the fence.
4. Karen asked _____ if she really wanted the job.
5. The owner of the shop, Mr. Iwai, makes all the furniture _____.

EXERCISE B Underline the correct pronoun in parentheses in each of the following sentences.

Example 1. I’m not as well-read as (her, she).

6. Jenna and (I, myself) are responsible for the party decorations.
7. Philip Roth, (who, whom) wrote the book, will be speaking on campus tonight.
8. The two top-rated players, George and (she, her), will be playing again on Saturday.
9. I don’t sing as well as (he, him).
10. The two representatives to the national congress will be the twins, Marla and (him, he).
11. I’ll be expecting a response tomorrow from Nedra and (yourself, you).
12. In the end, we just played a better game than (them, they).
13. (Who, Whom) did the class select as homecoming queen this year?
14. Be sure to give (whoever, whomever) is going directions to the concert hall.
15. The president presented the activists, Tod and (her, she), with the pens he used to sign the bill.

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Capitalization A

First Words

12a. Capitalize the first word of every sentence.

EXAMPLE Bluebirds flew in circles around the tree. [Bluebirds is the first word of the sentence.]

Begin a quoted sentence with a capital letter, even when the quoted sentence begins in the middle of a longer sentence.

EXAMPLES “Are we going to the movies tonight?” asked Josh. [Are is capitalized because it is the first word of a quoted sentence. Are is also the first word of the longer sentence.]

Gina said, “We should leave now, or we will be late for school.” [We is capitalized because it is the first word of a quoted sentence.]

EXERCISE A Circle the letter that should be capitalized in each of the following sentences.

Examples 1. new employees are being asked to report to the cafeteria at one o’clock. [The n in new should be capitalized because it is the first word of the sentence.]

2. Tom asked, “Are you auditioning for Our Town?” [The a in are should be capitalized because it is the first word of the quoted sentence.]

1. Jessica said, “let’s go out for lunch today.” [Is the first word of the quoted sentence capitalized?]

2. our teacher was promoted to vice principal. [Is the first word of the sentence capitalized?]

3. this computer runs slowly when the network is busy.

4. Alicia whispered, “when are the reports due?”

5. the cat stretched out its paw and swatted at the ball.

6. “where are we supposed to set these cases of juice?” asked Devon.

7. the spider has woven its web across the opening in the fence.

8. Grandma muttered, “well, I guess the bulb needs to be changed.”

9. a mouse has been scratching around behind the walls of the storage shed.

10. Hey! there’s a quarter lying next to the curb.
The Pronoun I

In English the pronoun I is always capitalized, even if it is not the first word of a sentence.

EXAMPLES  Do you think I will like this lasagna? [I is always capitalized.]
           She knows that I’m joining the drama club next year. [I is capitalized even when it is used as part of a contraction.]

EXERCISE B Circle the letter that should be capitalized in each of the following sentences.

Example 1.  “If I were you,” he said. “I’d ask Dad for advice.” [I should always be capitalized.]

11. If you set the table, I’ll wash the dishes tonight. [Should I be capitalized when used in contractions?]
12. For the past two summers, I’ve volunteered at the animal shelter.
13. Jason and I rode our bicycles around Town Lake this weekend.
14. “This fall,” Marta told us, “I’m going to visit my sister in Nevada.”
15. I’ve decided that I should take the shuttle to the fairgrounds.

Salutations and Closings

12c.  Capitalize the first word in both the salutation and the closing of a letter.

A salutation is a short line of greeting that begins a letter. A closing is a short line at the end of a letter, right before a signature.

SALUTATIONS  Dear Mr. Tamayo:  My dearest grandson,
CLOSINGS  Very truly yours,  Sincerely,

NOTE Except for names and titles, the first word is the only word that is capitalized in a salutation or closing. In the examples, Mr. is capitalized because it is a title. Tamayo is capitalized because it is a name.

EXERCISE C Circle each letter that should be capitalized in each closing or salutation.

Example 1.  Regards, [Regards is the first word in a closing.]

16. yours truly, [Should the first word of a closing be capitalized?]
17. dear Aunt Teresa,
18. my darling Rebecca,
19. dear Professor Hanami:
20. sincerely yours,
Capitalization B

Proper Nouns and Proper Adjectives

12d. Capitalize proper nouns and proper adjectives.

A proper noun is the name of a particular person, place, thing, or idea. Proper nouns are capitalized. A common noun is the name of a type of person, place, thing, or idea. A common noun generally is not capitalized unless it begins a sentence or is part of a title.

PROPER NOUNS Eric Clapton
Reyes Park Buddhism

COMMON NOUNS guitarist park religion

A proper adjective is an adjective formed from a proper noun. Proper adjectives are capitalized. Some proper adjectives are formed by adding an ending, such as –ish, –ic, –ese, –ian, or –an, to a proper noun.

EXAMPLES
- Gulf moisture [same form as the proper noun]
- Italian lace [formed from the proper noun Italy]
- Icelandic heritage [formed from the proper noun Iceland]

EXERCISE A Circle each letter that should be capitalized in each of the following sentences.

Examples
1. Leticia named her new kitten Fiona. [Fiona is the name of a particular kitten.]
2. How far is the Atlantic shoreline from that campground? [Atlantic is a proper adjective describing shoreline.]

1. Will the company cookout be held at brentwood park? [What words are the name of a particular place?]
2. My friend mario is playing center in tonight’s basketball game. [What word is the name of a particular person?]
3. Ms. samuels is making a speech to the committee.
4. I am visiting boston this summer.
5. Today’s lecture is on the origin of arabic numerals.
6. One of the highest mountains in the world is nanga parbat.
7. Mr. Jesse and his dog once hiked across much of south carolina.
8. Doesn’t a portuguese man-of-war have stinging cells in its tentacles?
9. That simple cabin was kentuckian Winslow Carter’s birthplace.
10. The island of cuba gained its independence from Spain in 1898.
for CHAPTER 12: CAPITALIZATION pages 344-345 continued

**TIP** To tell whether a noun is common or proper, try placing the article *a, an,* or *the* in front of the noun. If *a, an,* or *the* makes sense, the noun is probably a common noun. If *a, an,* or *the* does not make sense, the noun is probably a proper noun.

**NOUN** Houston

**NOUN + ARTICLE** a Houston, the Houston [When placed in front of the noun Houston, the articles *a* and *the* do not make sense. *Houston* is a proper noun.]

**NOUN** city

**NOUN + ARTICLE** a city, the city [When placed in front of the noun city, the articles *a* and *the* make sense. *City* is a common noun.]

**EXERCISE B** Write a proper noun for each of the common nouns given below. Be sure to capitalize the proper nouns that you write. Hint: You may make up any names you need.

**Example 1.** hamster *Frankie*

11. state ______
12. lake ______
13. school ______
14. team ______
15. month ______

**Persons and Animals**

Capitalize the names of people and animals, including initials and abbreviations that either precede or follow names.

**PERSONS** Claude Monet E. W. Roosevelt Simon Osborne, Jr.

**ANIMALS** Lassie Checkers Mr. Ed

**EXERCISE C** Underline the correctly capitalized word group in each pair below.

**Example 1.** Jarrel d. keating Jarrel D. Keating

*Jarrel D. Keating* is the name of a specific person.

16. her puppy Jack her puppy jack

[Should the name of a specific puppy be capitalized?]

17. Juanita F. Garcia Juanita f. garcia


19. marcella l. ward Marcella L. Ward

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Capitalization D

Historical Events and Periods, Dates, Holidays

12d. **Capitalize proper nouns and proper adjectives.**

Be sure to capitalize the names of important events and periods in history. The names of other kinds of special events are also capitalized.

**EXAMPLES**

Great Depression [historical period]

World War II [historical event]

Wimbledon Championships [sporting event]

Always capitalize days of the week, months, and holidays. The names of the seasons of the year are not usually capitalized.

**WEEKDAY** Monday

**HOLIDAY** Fourth of July

**SEASON** spring

**EXERCISE A** Circle each letter that should be capitalized in each of the following sentences.

Examples 1. Is your grandfather coming for a visit on Thanksgiving? [Thanksgiving is the name of a holiday.]

2. Arturo’s saving up to go to the Olympic Games someday. [Olympic Games is the name of a sporting event.]

1. The algebra test is on Monday. [What word is the name of a day of the week?]

2. I am watching the British Open, my favorite golf tournament, this Sunday. [What words name a specific sporting event?]

3. Why did the Ming dynasty last for more than 250 years?

4. Marilyn, Maya, and I are cleaning up the park on Arbor Day this year.

5. Traditionally, seniors hold their formal banquet in early April.

6. This Saturday is the day of the Expo.

7. This summer, Paul’s birthday falls on a Thursday.

8. We studied the battle of Waterloo in history class today.

9. Why do the British celebrate Guy Fawkes Day?

10. Our little brother Owen turns seven in January.

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Nationalities, Races, and Peoples
Words that name nationalities, races, or peoples begin with a capital letter.

NATIONALITY  Canadian
RACE  Caucasian
PEOPLE  Choctaw

EXERCISE B  Circle each letter that should be capitalized in each of the following sentences.

Example 1. Maureen’s ancestry is Irish. [Irish is capitalized because it is the name of a nationality.]

11. The Greek chef cooked a delicious meal. [What word names a nationality?]
12. I am taking a course in Asian studies next year.
13. The painting in the waiting area is by a little-known Japanese artist.
14. The curator’s lecture concerned the history of the Iroquois peoples.
15. Mara and David are studying Indian culture in sociology class.

Religions, Holy Days, Holy Writings, and Specific Deities
Capitalize the names of religions and their followers, holy days and celebrations, holy writings, and specific deities.

EXAMPLES  Judaism [religion]
Catholic [follower of a religion]
Ramadan [religious event]
Juno [specific deity]

EXERCISE C  Circle each letter that should be capitalized in each of the following sentences.

Example 1. Emma is celebrating Passover. [Passover is the name of a religious event.]

16. The commemoration of the birth of Jesus is called Christmas. [What word is the name of a holy day?]
17. We read selections from the Torah, the five books of Moses, in world religions class.
18. Muslims study the Koran, a book said to contain Allah’s revelations to Mohammed.
19. One god in the Hindu religion is Vishnu.
20. A goddess of the ancient Greeks, Athena was thought to be wise.
Capitalization F

Monuments, Memorials, and Awards

12d. Capitalize proper nouns and proper adjectives.

The names of monuments and memorials, which are often buildings or structures, are capitalized. The names of special awards and prizes also should begin with a capital letter.

EXAMPLES Cape Krusenstern National Monument Lincoln Memorial Purple Heart

NOTE Some proper nouns have more than one word. In these names, short prepositions (those of fewer than five letters) and articles (a, an, the) are generally not capitalized. Some common short prepositions are at, in, from, of, on, to, and with.

EXAMPLE Medal of Freedom [The short preposition of in the proper noun Medal of Freedom is not capitalized.]

EXERCISE A Circle each letter that should be capitalized in each of the following sentences.

Example 1. Each year, the Academy of Motion Picture Arts and Sciences awards an Oscar for best actress. [Oscar is the name of an award.]

1. Who won the pritzker prize this year? [What words are the name of an award?]
2. On our trip to Washington, D.C., we saw the Washington monument.
3. The civil rights memorial was dedicated in Montgomery, Alabama.
4. In Japan, the Sengen shrine has been used in the worship of Mount Fuji.
5. Someday, Brook hopes to win an Avery Fisher prize.

Planets, Stars, Constellations, and Other Heavenly Bodies

Be sure to capitalize the names of planets, stars, constellations, and other heavenly bodies. Generally, the words sun and moon are not capitalized. The word earth is not capitalized unless it is used along with the name of another heavenly body that is capitalized.

PLANET Jupiter

STAR Antares

CONSTELLATION Ursa Major

EXERCISE B Circle each letter that should be capitalized in each of the following sentences.

Example 1. Did you see Andromeda last night? [Andromeda is the name of a constellation.]
6. Is Neptune the planet farthest from the sun? [What word is the name of a planet?]
7. Studies of biela’s comet helped support the idea that some meteors are pieces of comets.

8. The star proxima centauri is part of a triple star system.

9. The moon is too bright tonight for us to see the pleiades.

10. Like the moon, the planet mercury exhibits phases.

School Subjects

Capitalize the names of language classes or course names that include a number. Otherwise, the names of school subjects are not capitalized.

EXAMPLES

- math [school subject]
- German [name of a language class]
- Creative Writing II [course name that includes a number]

NOTE

Do not capitalize the word *freshman, sophomore, junior, or senior* unless it is part of a name.

EXAMPLES

- Is Deven a junior or a senior this year? [Junior and senior are not capitalized.]
- Tomorrow is Freshman Spirit Day. [Freshman is capitalized because it is part of a name.]

**EXERCISE C**

Circle each letter that should be capitalized in each of the following sentences. Draw a slash through each letter that is capitalized but should be lowercase.

Example 1.

I am planning to take Math and Latin classes next year. [Math should not be capitalized because it is the name of a class but does not have a number. Latin should be capitalized because it is the name of a language.]

11. Do you enjoy your geometry II class? [What word is the name of a class followed by a course number?]

12. I finished my Chemistry homework last night.

13. Mr. Durand is a good french teacher.

14. I wrote an essay for my Language Arts class.

15. Mrs. Garcia is teaching physical education II next year.

**Capitalization G**

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Titles of Persons
12f. Capitalize titles.

Always capitalize the title of a person when the title comes before the person’s name. Even if the title is abbreviated, capitalize it.

**EXAMPLES** These orders should go directly to Captain Knight. [The title Captain comes before a person’s name.]

Did you make an appointment with Dr. Ramirez? [Dr., an abbreviation for the title Doctor, comes before a person’s name.]

The professor claimed that birds were actually dinosaurs. [The word professor is not capitalized because it does not come before a person’s name.]

**EXERCISE A** Circle each letter that should be capitalized in each of the following sentences. Draw a slash through each letter that is capitalized but should be lowercase.

**Example 1.**

1. The Mayor spoke to the town council. [What word is a title? Does it come before a person’s name?]
2. My mother wrote a letter to sen. Maria Ochoa.
3. That sprained ankle may need a Doctor’s care.
4. The army troop was under the command of sergeant Jefferson.
5. Shelley was elected President of the student council.

A word that shows a family relationship is capitalized when the word comes before the person’s name or is used in place of the person’s name.

**EXAMPLES** Ask Dad if he would like a sandwich, too. [Dad is used in place of someone’s name.]

Do you think Uncle Robert will play the fiddle at the family reunion? [Uncle comes before a person’s name.]

Do not capitalize a word showing a family relationship when a possessive comes before the word. Possessives are words such as my, your, his, her, its, our, and their.

**EXAMPLES** My aunt Veronica is a very good chef. [My comes before a word showing a family relationship; therefore, aunt is not capitalized.]

What time is your grandma arriving from Spain? [Your comes before a word showing a family relationship; therefore, grandma is not capitalized.]
EXERCISE B Circle each letter that should be capitalized in each of the following sentences. Draw a slash through each letter that is capitalized but should be lowercase.

Example 1. I think that Cousin Fred is coming to the birthday party for my Father. [Cousin should be capitalized because it comes before a person's name. Father should not be capitalized because it follows the possessive word my.]

6. Remember that grandma needs a ride to the airport at 3:00 P.M. [What word is used in place of someone's name?]
7. Is your Mother coming to the talent show tonight?
8. I didn’t know that your Uncle Mike was in the Peace Corps.
9. This afternoon, dad, I have a guitar lesson.
10. My Aunt Kelly was a country-western singer.

Titles of Creative Works
Whenever you write the title of a book, a poem, or any other creative work, be sure to capitalize the first word, the last word, and all other important words. Capitalize these words in subtitles, too. Do not capitalize an article (a, an, or the) or a short preposition (such as of, in, or with) unless the article or preposition is the first or last word in the title or subtitle.

BOOK  Frankenstein: or, the Modern Prometheus
CHAPTER  "The Great Depression"
POEM  "Ode on a Grecian Urn"
PAINTING  Sidewalk and Grate

EXERCISE C Circle each letter that should be capitalized in each of the following sentences.

Example 1. Have you finished reading Hamlet, Prince of Denmark? [Hamlet, Prince of Denmark is the name of a play.]

11. The times was founded in 1851. [What word is the name of a newspaper?]
12. My doctor keeps a copy of the book middlemarch on her desk.
13. Miguel told us that he found the painting subway angels: a study in blue very beautiful.
14. For Christmas, Ms. Kostas is writing a play called a yuletide visitor.
15. Have you finished reading the short story “the last bus”?

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Apostrophes A

14n. Use an apostrophe to form the possessive of nouns and indefinite pronouns.

(1) To form the possessive of most singular nouns, add an apostrophe and an s.

(2) To form the possessive of a plural noun ending in s, add only the apostrophe.

Plural nouns that do not end in s form the possessive by adding an apostrophe and an s.

**EXAMPLES**

- a bird's nest
- a year's pay
- a table's leg
- the birds' nests
- two years' pay
- most of the tables' legs
- a children's book
- the geese's nest
- the men's cars

**EXERCISE** On the lines provided, rewrite the following Phrases using possessive nouns.

**Example**

1. the mane of a horse **the horse's mane**

1. a vacation of two weeks _______
2. the den of the wolves _______
3. teacher of her children _______
4. cat of my niece _______
5. home of Bess _______
6. the complaints of the constituents _______
7. trophies of the amateurs _______
8. agility of Jesse _______
9. sale of the decade _______
10. the nest of the mice _______
11. the coat of the sheep _______
12. the backyard of the Joneses _______
13. the clarity of the audio _______
14. the heel of Achilles _______
15. lights of Paris _______
16. the rays of the sun _______
17. poems of Keats _______
18. the identities of the women _______
19. gift of her sons _______
20. the brilliance of the stars _______
Apostrophes A

Forming Possessives

14n. Use an apostrophe to form the possessives of singular nouns and indefinite pronouns.

A noun or pronoun is “possessive” when it shows ownership or possession. An apostrophe signals that a word is possessive. In general, you can add an apostrophe and an s to singular nouns to make them possessive.

EXAMPLES Kelly’s microscope is focused now. [That the microscope belongs to is shown by an ‘s added to Kelly.]

A zebra’s stripes make it unique. [That the stripes belong to the zebra is shown by an ‘s added to zebra.]

A plural noun that ends in an s needs only the apostrophe to make the noun possessive. A plural noun that does not end in s needs both the apostrophe and an s.

EXAMPLES the Sims’ home [Sims is a plural noun ending in s. An apostrophe alone makes the word possessive.]

the men’s team [Men is a plural noun that does not end in s. An apostrophe and an s make the word possessive.]

EXERCISE A Write the possessive form of each of the following words on the lines provided.

Examples 1. river river’s [The possessive form of the singular noun river is made by adding an apostrophe and an s.]

2. children children’s [The word children is a plural noun that does not end in s. The possessive is formed by adding an apostrophe and an s.]

1. volcano _______
2. pioneers _______
3. windows _______
4. Odysseus _______
5. Jerry _______
6. trees _______
7. player _______
8. hive _______
9. peacock _______
10. women _______

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Possessive personal pronouns do not need an apostrophe or an s.

**EXAMPLES**

- I bought my ticket. [My is the possessive form of the pronoun I.]
- David parked his bicycle. [His is the possessive form of the pronoun he.]
- The stamp lost its stickiness. [Its is the possessive form of the pronoun it.]
- Snakes shed their skin. [Their is the possessive form of the pronoun they.]

Indefinite pronouns need both an apostrophe and an s to make them possessive.

**EXAMPLES**

- Is this anybody’s map?
  - I think I have someone’s jacket.

**EXERCISE B** Complete the following sentences by using the directions following the sentence to write the correct possessive noun or pronoun on the line provided.

**Examples 1.** Jenna phoned in her order. (belonging to Jenna) [The word her is a possessive personal pronoun that refers to Jenna.]

2. **Someone’s** letter is on your desk. (belonging to someone) [The possessive of someone is formed by adding an apostrophe and s.]

11. Lizards can regrow ______ tails after they are damaged. (belonging to lizards) [Which plural possessive pronoun can refer to lizards?]
12. The library offers books for ______ tastes. (belonging to anybody) [How do you form the possessive of an indefinite pronoun?]
13. ______ home was damaged in the storm. (belonging to nobody)
14. Larry put ______ speech notes in his briefcase. (belonging to Larry)
15. The wolves raised ______ voices to howl at the moon. (belonging to wolves)
16. Toby checked that ______ name was missing from the list. (belonging to no one)
17. You, Abby, and I must finish the decorations before the party for ______ mother begins. (belonging to you, Abby, and I)
18. Would you collect ______ tickets now? (belonging to everybody)
19. ______ watch is two minutes fast. (belonging to you)
20. ______ car alarm is going off. (belonging to somebody)
Apostrophes B

14n. Use an apostrophe to form the possessive of nouns and indefinite pronouns.

(3) Do not use an apostrophe with possessive personal pronouns or with the possessive pronoun whose.

(4) To form the possessive of an indefinite pronoun, add an apostrophe and an s.

**EXAMPLES**

I recognized his profile.

Whose phone number did you give me?

Everyone’s attitude improves once he or she has eaten.

**EXERCISE A** From the choices in parentheses, underline the word that completes each sentence correctly.

**Example 1.** The Garcias’ house is much newer than (our’s, ours).

1. *(You’re, Your)* painting is beautiful.
2. These are *(their, they’re)* reports.
3. Which of those books is *(her’s, hers)*?
4. The car has been sitting here for days because one of *(its, it’s)* tires is flat.
5. Do you know *(who’s, whose)* dog it is?

**EXERCISE B** On the line provided after each sentence, write the possessive form of the underlined words. If an underlined word is already in the correct possessive form, write a C on the line.

**Example 1.** No one attitude has improved as much as *his* has. *No one’s; C*

6. Nobody else mail was sent to *their* address. ________
7. She shared *everyone* opinion that the team would win. ________
8. We would like to make *our* plans soon. ________
9. No one opinion matters more to me than *hers*. ________
10. This is *somebody else* notebook. ________
11. He gathered *everybody* tickets. ________
12. Somebody fingerprints are all over this mirror. ________
13. They must be *somebody else*; they’re not mine. ________
14. It’s *anybody* guess *who* they are. ________
15. Surely, they’re *your*. ________

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Apostrophes B

Contractions

140. Use an apostrophe to show where letters, numerals, or words have been omitted in a contraction.

A contraction is a shortened form of a word or a number. When you want to shorten a long word, a group of words, or a number, use an apostrophe to show where a letter, word, or number has been left out.

**EXAMPLES**  
we’d (we would) it’s (it is)  
’96 (1996) o’clock (of the clock)  
won’t (will not) shouldn’t (should not)

**TIP**  
Do not confuse contractions with possessive pronouns. Most possessive pronouns do not use apostrophes.

**CONTRACTIONS**  
It’s an ad for a summer job. [It’s is the contraction of It is.]

You’re looking for a job? [You’re is the contraction of You are.]

**POSSESSIVES**  
Its pay is really high. [Its is a possessive pronoun.]

Your job application is finished? [Your is a possessive pronoun.]

**EXERCISE A** Write the contraction of the underlined words or numbers in each of the following sentences.

**Examples**  
’42 1. This picture was taken in 1942. [The contraction for the number 1942 is ’42.]

won’t 2. This tire will not go flat. [The contraction for will not is won’t.]

_____ 1. That is my old elementary school. [Which letter is left out to form the contraction for that is?]

_____ 2. Leigh Ann graduated from high school in 2008. [How is the number 2008 made into a contraction?]

_____ 3. What will the new fence cost?

_____ 4. We had better make our reservations now.

_____ 5. The movie starts at 3 of the clock this afternoon.

_____ 6. Carlos should not need a coat today.

_____ 7. The heavy truck could not get up the hill.

_____ 8. Let us ride to the game together.

_____ 9. I am so thrilled you won an award.
10. Has not the package arrived yet?
Plurals

14p. Use an apostrophe and an s to form plurals of all lowercase letters, of some capital letters, of numerals, of symbols, and of words referred to as words.

**EXAMPLES** The word *Massachusetts* has four *s*s in it. [To show more than one *s*, an ‘s is added after the *s.*]

Write *’s* on the items you’re putting in the garage sale. [To show more than one * symbol, the writer put an ‘s after the *.]

The phone number has three *9’s* in it. [More than one *nine* is shown by adding ‘s to the numeral 9.]

The vote was decided by two *no’s*. [More than one no is shown by adding an ‘s to no.]

**NOTE** To form the plural of abbreviations that end with a period, add an apostrophe and an s. To form the plurals of abbreviations that do not end with periods, add either an ‘s or just an s.

**EXAMPLES**

- Dr.’s
- Ph.D.’s
- RPM’s
- SASEs

**EXERCISE B** Complete the following sentences by writing on the line provided the plural of the letters, symbols, numbers, and words in parentheses.

**Examples 1.** Hannah spells her name with two *h’s* (h) [The lowercase letter *h* is made plural by adding an apostrophe and an s.]

2. The actress’ speech had five *thank you’s* in it. *(thank you)* [A word referred to as a word is made plural by adding an apostrophe and an s.]

11. The menu needs ______ beside each price. ($) [How is the plural of the $ symbol shown?]

12. As a snake in the play, I use lots of ______ in my speech. (s) [How is the plural of a lowercase letter shown?]

13. Does the word *roommate* have two ______ or one? (m)

14. We received six ______ to our invitation. (yes)

15. Using ______ and *thank you’s* at the dinner table is common courtesy. *(please)*

16. Mrs. Carr is in charge of processing the ______ (COD)

17. So many prices have two ______ in them. (9)

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18. Rowan plans to make all ______ this semester. (A)
19. Please use ______ to fill in your ballot. (X)
20. All e-mail addresses have ______ in them. (@)

Mood

8n. The **indicative mood** expresses a fact, an opinion, or a question.

**EXAMPLE** Sweden **claims** one of the world’s highest per capita incomes.

8o. The **imperative mood** expresses a direct command or a request.

**EXAMPLE** Tell me where you learned that information.

8p. The **subjunctive mood** expresses a suggestion, a necessity, a condition contrary to fact, or a wish.

**EXAMPLES**

Herbert asked that he **be allowed** to participate in the debate.

Canditha wishes that her computer skills **were** stronger.

**EXERCISE A** Identify the mood of the underlined verb in each of the following sentences. On the line provided, write **IND** for indicative, **IMP** for imperative, or **SUB** for subjunctive.

**Example**  **SUB 1.** Council member Yates recommended that the new recycling facility **be built** as soon as possible.

____ 1. I do wish it **were** summer.
____ 2. The carpenters and the bricklayers **worked** together to finish the project on time.
____ 3. If I **were** speaking, I’d have phrased that question differently.
____ 4. Save me a seat in the auditorium.
____ 5. Blanche wished that her literary background **were** more comprehensive.
____ 6. Natalia Makarova dances as if she **were born** dancing.
____ 7. They **were sitting** around the seminar table discussing the question.
____ 8. They **were** students together and remained lifelong friends.
____ 9. Please **explain** the answer to the last question one more time.
____ 10. I’d be preparing for the exam if I **weren’t playing** my match right now.

**EXERCISE B** Most of the following sentences contain verbs that are awkward or incorrect. Cross out each incorrect or awkward verb form, and
write the correct form above it. If a sentence is already correct, write C before the item number.

Example 1. It is critical that she see a doctor immediately.

11. If I was the coach, I would make a different play call.  
12. It is essential that all the actors be at the theater by five o’clock.  
13. The room would seem larger if that wall was a lighter color.  
14. I wish that my television set wasn’t broken so that I could watch the game.  
15. The veterinarian has recommended that Tucker is vaccinated.

Commas F

13f. Use commas to separate items in a series.
13g. Use a comma to separate two or more adjectives preceding a noun.
13h. Use a comma before a coordinating conjunction (and, but, for, nor, or, so, or yet) when it joins independent clauses.
13i. Use commas to set off nonessential subordinate clauses and nonessential participial phrases.
13j. Use a comma after certain introductory elements.
13k. Use commas to set off an expression that interrupts a sentence.

EXERCISE All of the following sentences contain a comma error. On the line provided, write the word preceding the error, and add the correct punctuation.

Example 1. Randy please lend me some paper. Randy.

1. We took our problem to our class advisor who had several helpful suggestions. _____

2. Pedro and Juan set the table for their father and mother were busy preparing the dinner. _____

3. After she listened to their explanation, the principal smiled nodded, and then sent the students back to class. _____

4. Yes our second composition assignment is due tomorrow. _____

5. Although he was born on Friday the thirteenth Sasha has never been superstitious about the number thirteen. _____

6. I had worked with her at the resort for three summers and I admired her determination to put herself through college. _____

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7. John Buse, the president of our class asked me that same afternoon to sell tickets for the benefit concert. _____

8. Mowing the lawn at 6:00 A.M. may keep gardeners cool but it can aggravate their neighbors. _____

9. Jaime said in fact, that we could depend on his help at the car wash. _____

10. Ella, what do you think of the bland neutral color of this carpet? _____

13i. Use commas in certain conventional situations.

   (1) Use commas to separate items in dates and addresses.

   (2) Use a comma after the salutation of a personal letter and after the closing of any letter.

   (3) Use a comma to set off a title, such as Jr., Sr., or M.D., that follows a person’s name.

EXAMPLES On Sunday, June 14, 2009, my sister graduated from college.
   13 Oak Street, Oldtown, VA
   Dear Sam, Dear Ms. Kaczowka,
   Yours truly, Sincerely,
   Ken Gardner, Jr. Luisa D. Eduardo, M.D.

EXERCISE A Add commas as necessary to the following sentences. If the sentence is already punctuated correctly, write C on the line provided.

Example _____ 1. The final essay is due on May 12, 2009.

_____ 1. Rafael’s address is 13 Henry Avenue Akron OH 44301.
_____ 2. On August 9 1954 my grandfather was born in San Juan Puerto Rico.
_____ 3. Marissa Valdez Ph.D. will be our guest on the fifth of October.
_____ 4. Harold P. Levinson Jr. opened a law office at 5 Dale Street in Ames Iowa.
_____ 5. The town of Boxford celebrated its bicentennial on 6 June 1966.

EXERCISE B Proofread the following letter, and add commas where necessary.

Example June 17, 2009
Dear Mr. Roosevelt:

On August 24 2010, I will be leaving to attend Ohio State University. Therefore, I will be terminating my employment at Bob’s Diner as of August 22. I look forward to working for you again during my winter vacation, which begins on

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December 15. Meanwhile, please send my final paycheck to Box 1415 Ohio State University Columbus OH 43212.

Sincerely

_Eugene Goldstein Jr._

**End Marks**

An _end mark_ is a period, question mark, or exclamation point used to indicate the purpose of a sentence.

**Sentences**

13a. A _statement_ (or declarative sentence) is followed by a _period_.

   **EXAMPLE** Buster is the dog with the brown spots. [The sentence is a statement, so it is followed by a period.]

13b. A _question_ (or interrogative sentence) is followed by a _question mark_.

   **EXAMPLE** What time is your guitar lesson? [The sentence is a question, so it is followed by a question mark.]

Sometimes a sentence may sound like a question but be a statement. Use a period when a sentence is a statement.

   **EXAMPLES** Did you get the correct answer to question five? [The sentence is a question, so it is followed by a question mark.]
   Jacob asked if we got the correct answer to question five. [The sentence is a statement, not a question, so it is followed by a period.]

**EXERCISE A** Use proofreading symbols to add either a period or a question mark as needed to each of the following sentences.

   **Examples** 1. Austin is the capital of Texas. [The sentence is a statement, so it should be followed by a period.]
   2. Did you water the plants this morning? [The sentence is a question, so it should be followed by a question mark.]

1. Maya said that it was nice being at home again [Is the sentence a question or a statement?]
2. Are you finished with your essay for history class [Is the sentence a question or a statement?]
3. Do you think your father will give us a ride to the movies
4. We gathered research at the library on Saturday for our essays
5. The newspaper was delivered early this morning
6. What do you think of my handmade quilt
7. Is it time for the baby’s bath
8. I would like more asparagus, please
9. Is Michael’s specialty spaghetti with marinara sauce
10. Allison asked Teresa if Teresa could tutor her after school

13c. An exclamation (or exclamatory sentence) is followed by an exclamation point.

**EXAMPLE** Look out for that step! [The sentence is an exclamation, so it is followed by an exclamation point.]

An interjection is followed by an exclamation point or comma. If the interjection expresses mild surprise or excitement, it is followed by a comma. If the interjection expresses strong surprise or excitement, it is followed by an exclamation point.

**EXAMPLES**
- **Oh**, I'm glad you are feeling better. [The interjection *Oh* expresses mild excitement, so it is followed by a comma.]
- **Wow!** That model airplane can fly high! [The interjection *Wow* expresses strong surprise, so it is followed by an exclamation point.]

13d. A request or a command (an imperative sentence) is followed by either a period or an exclamation point.

If the request or command is mild, it is followed by a period. If the request or command is strong, it is followed by an exclamation point.

**EXAMPLES**
- **Please clean your room.** [The request is a mild command, so it is followed by a period.]
- **Don't touch that hot oven!** [The command is strong, so it is followed by an exclamation point.]

**EXERCISE B** Use proofreading symbols to add a period, comma, or exclamation point where it is needed in each of the following sentences.

**Example 1.** Ah, that is what he meant. [Ah is a mild interjection, so it should be followed by a comma.]

11. No Don’t bring that spider near me! [What word is an interjection expressing strong surprise?]
12. Don’t climb any higher
13. My what a beautiful garden that is.
14. That television is far too loud
15. Hey Turn that music down!
Hyphens B

14r. Use a hyphen with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers.

14s. Hyphenate a compound adjective when it precedes the word it modifies.

14t. Use a hyphen with the prefixes ex–, self–, all– and great–; with the suffixes –elect and –free; and with all prefixes before a proper noun or proper adjective.

14u. Use a hyphen to prevent confusion or awkwardness.

**EXAMPLES**

<table>
<thead>
<tr>
<th>forty-eight</th>
<th>a well-written poem</th>
<th>ex-president</th>
<th>re-sign the contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>actors</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXERCISE** On the lines provided, rewrite the following items, inserting hyphens where they are needed. If an item is already correct, write C on the line.

**Example** 1. a much appreciated gesture **much-appreciated**

1. a wooded island in the mid Pacific ________________
2. a four fifths majority ________________
3. a self fulfilling prophecy ________________
4. a fully lined jacket ________________
5. twenty senators elect ________________
6. a noise free atmosphere ________________
7. one fourth cup of molasses ________________
8. their great grandmother ________________
9. a much admired teenager ________________
10. an anti European attitude ________________
11. her ex husband ________________
12. all school picnic ________________
13. an all American basketball player ________________
14. three fifths of the students ________________
15. a full moon night ________________
16. a half baked idea ________________
17. a dramatic recreation of the event ________________
18. a sugar free snack ________________
19. a well attended banquet ________________
20. a frost free refrigerator ________________
Quotation Marks A

14j. Use quotation marks to enclose a direct quotation—a person’s exact words.

(1) A direct quotation generally begins with a capital letter.

(2) When a quoted sentence is interrupted by an expression that identifies the speaker, the second part of the quotation begins with a lowercase letter.

(3) A direct quotation is set off from the rest of the sentence by a comma, a question mark, or an exclamation point, but not by a period.

(4) When used with quotation marks, other marks of punctuation are placed according to the following rules:

- Commas and periods are placed inside closing quotation marks.
- Semicolons and colons are placed outside closing quotation marks.
- Question marks and exclamation points are placed inside closing quotation marks if the quotation is a question or an exclamation. Otherwise, they are placed outside.

EXAMPLES  Nara said she was “quite upset” with the test results.

He jumped into the taxi and said, “Follow that car!”

“I’m confident,” Luís said, “that we will win the championship.”

Gloria said, “There’s a special exhibit at the art museum.”

“What is it?” I asked.

“Quite honestly,” she confessed, “I would prefer to be alone.”

He said, “No, I won’t”; I, on the other hand, said, “Yes, I will.”

Hank asked, “Where are you going?”

What kind of an answer is “I don’t care”?

EXERCISE  Add quotation marks as needed to the following sentences. Many sentences will also require the insertion of end marks.

Example 1. “If you really want to know,” she interrupted, “ask Sherry.”

1. I describe my aunt Luna by saying, Her words are candy, but her actions are cod liver oil
2. Teresa hollered across the yard, Have you seen my car keys
3. He ran down the street yelling, Wait for me
4. The first step in cooking ratatouille, my teacher said, is to clean and salt the eggplant

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5. Who said, Beauty seen is never lost
6. Clare warned, If you keep eating, you’ll ruin your supper; she sounded like my mother.
7. Colleen stopped me to inquire, When have you heard from Ken
8. If you ask me, Ned asserted, that board is too thick to use for your shelves
9. The poem begins, Who has seen the wind
10. He shouted his admonition: Don’t put your fingers near the fan

**Quotation Marks B**

**14j.** Use quotation marks to enclose a *direct quotation*—a person’s exact words.

(5) When writing dialogue, begin a new paragraph every time the speaker changes, and enclose each speaker’s words in quotation marks.

(6) When quoting a passage that consists of more than one paragraph, place quotation marks at the beginning of each paragraph and at the end of only the last paragraph in the passage.

(7) Use single quotation marks to enclose a quotation within a quotation.

**EXAMPLE**

The painter Whistler did a portrait of a man. Afterward, artist and subject looked at the picture together. “Well,” said the subject, “you can’t call that a great work of art.”

“Perhaps not,” replied Whistler. “But then you can hardly call yourself a great work of Nature.”

“At nine o’clock this morning,” read the news story, “someone entered the Mill Bank, broke through the steel doors guarding the bank’s vault, and escaped with an undisclosed amount of cash.

“No arrests have been made at this point. However, state police are confident the case will be solved.”

“Why would you say, ‘Might makes right’?” the former boxer asked.

**EXERCISE A**
Add quotation marks as needed to the following dialogue. Additionally, insert the paragraph symbol (¶) before any word that should begin a new paragraph.

**Example [1]** “Have you heard of a philosopher named Diogenes?” Lola asked.


**EXERCISE B** Add quotation marks as needed to the following passage. Additionally, insert the paragraph symbol (¶) before any word that should begin a new paragraph.
Example [1] “We are extremely grateful,” said Mr. McAllister, “for the firefighters’ help.”

[6] The call came into Woodhaven Fire Station at 9:07. Firefighters reacted immediately and were at the McAllister residence within four minutes. [7] That’s an unusually quick response time considering there are still some patches of ice on the streets, but when you hear someone say, There’s smoke pouring out of my attic, it’s an incentive, stated Chief Grant Hughes. [8] I have nothing but praise for the local firefighters, offered Ed McAllister. [9] Not only did they save my house, they rescued our family’s dog. [10] Chief Hughes smiled modestly and shrugged.

Quotation Marks C

14k. Use quotation marks to enclose titles (including subtitles) of short works, such as short stories, short poems, essays, articles and other parts of periodicals, songs, episodes of radio and television series, and chapters and other parts of books.

14l. Use quotation marks to enclose slang words, invented words, technical terms, dictionary definitions of words, and any expressions that are unusual in standard English.

EXAMPLES I laugh out loud every time I read “Why I Live at the P.O.”
Chapter 4 of The Life of John Muir is titled “To the Sierras.”
In Philadelphia, a submarine sandwich is called a “hoagie.”
The word commodious means “spacious; having plenty of room.”

EXERCISE Add quotation marks to the following sentences as needed. Some sentences may also require the addition of end marks.

Example 1. My favorite patriotic song is “America, the Beautiful.”

1. Thurber’s short story The Night the Bed Fell is very funny.
2. Is Chapter 3 of Winter Tales called Up the Creek
3. The title of my essay is What Is the Point of Arguing
4. The Sanskrit word ahimsa means reverence for life; a principle of nonviolence.
5. He told me of a BBC Radio 2 program on a jazz composer; specifically, he mentioned the episode The Romance and the Reality
6. Your assignment is to read the excerpt from Emerson’s essay titled Nature.
7. For years, people incorrectly coined the word *prioritize*, but it is now in the dictionary, meaning to arrange (items) in order of priority.
8. He compared the grimness of his relatives’ house to the House of Usher, referring, of course, to Poe’s short story The Fall of the House of Usher.
9. Rebecca’s pet peeve is the conversion of nouns to verbs; for example, she really dislikes hearing anyone say partnering.
10. Stephen decided to memorize The Road Not Taken, a poem by Robert Frost.

**Dashes, Parentheses, and Brackets**

14v. Use a dash to indicate an abrupt break in thought or speech.
14w. Use a dash to mean *namely, in other words, or that is* before an explanation.
14x. Use parentheses to enclose informative or explanatory material of minor importance.
14y. Use brackets to enclose an explanation within quoted or parenthetical material.

**EXERCISE A** On the line before each of the following sentences, write *D* if the underlined words should be set off by dashes. Write *P* if they should be set off by parentheses. Write *B* if they should be set off by brackets.

**Example P** 1. The Mississippi see map on page 26 is the longest river in the country.

_____ 1. Kirk Douglas born Issur Danielovitch has been a popular movie star for years.
_____ 2. W. C. Fields I love his movies was born in Philadelphia.
_____ 3. Harry Lillis Crosby (commonly called “Bing” 1903–1977) was a baritone.
_____ 5. “It the Miss Universe pageant has exceeded all my dreams,” Miss Brazil gushed.

**EXERCISE B** Some of these sentences are punctuated correctly, and others are not. On the lines provided, revise each incorrect sentence. If a sentence is already correct, write *C* on the line.

**Example 1.** The developer stated, “We will be pleased if the (City Council) members approve the plan.” *The developer stated, “We will be pleased if the [City Council] members approve the plan.”*

6. Thomas Paine [1737–1809] wrote the pamphlet *Common Sense*. _____

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7. Chadds Ford—in southeastern Pennsylvania—is the home of Andrew Wyeth. ____

8. Marlene Dietrich’s film *The Blue Angel* (1930) is, I believe, a classic. ____

9. The speaker quoted from the poem “The Hollow Men” (T. S. Eliot (1888–1965)). ____

10. The Dudleys do you know their son Jim? plan to be there. ____

**Ellipsis Points**

14m. Use ellipsis points to mark omissions from quoted material and pauses in a written passage.

**Original**  Winning isn’t everything; it is the only thing.

**With Omission**  Winning … is the only thing.

**Pause**  “Let’s see, … where was I?” Alexis said, trying to find her place.

**Exercise** On the lines provided, rewrite these quoted passages, omitting the parts that appear in italics. Use ellipsis points to indicate where the material has been omitted.

**Example 1.**  “Know whence you came. *If you know whence you came,* there is really no limit to where you can go.”

“*Know whence you came …. [T]here is really no limit to where you can go.*”

1. “I’d like to learn to dance, *but I have two left feet!*” she said.

2. “Open your eyes to the opportunities around you. *Never give up and never say ‘I can’t.’*”

3. “Donnie came over. *He has a ticket for you.* He left a note on the door.”

4. “Wishes, *even those that seem impossible,* can come true.”

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5. “Well, for the first time in my life, I’m almost speechless,” Ashley replied.

**Italics (Underlining) A**

14g. Use italics (underlining) for titles and subtitles of books, plays, long poems, periodicals, works of art, films, radio and television series, long musical works and recordings, videos, video and computer games, and comic strips.

**EXAMPLES**  
*Treasure Island*  *Aeneid*  
*Sports Illustrated*  *Madonna of the Pomegranate*  
*The Wizard of Oz*  *Rose Is Rose*

**EXERCISE** Underline all words that should appear in italics in the following sentences.

**Example 1.** She recently read *The Wind in the Willows* for the first time.

1. Rodgers and Hammerstein wrote the musicals *South Pacific* and *Carousel*.
2. The presidential candidates were on television last night on *60 Minutes*.
3. Philadelphia once had an afternoon newspaper called the *Evening Bulletin*.
4. Grant Wood’s painting *American Gothic* hangs at the *Chicago Institute of Art*.
5. She was quite sad when Charles Schulz, the creator of *Peanuts*, died.
6. Tina Brown left *The New Yorker* to begin *Talk* magazine.
7. One of her greatest thrills was seeing Leontyne Price in the opera *Aida*.
8. Mr. Edwards enjoys listening to *All Things Considered* weekday afternoons on *NPR*.
9. Darrell is proud that he has seen the movie *Frequency* three times at the theater and nine times on video.
10. She planned her evenings around reruns of *Friends*.
11. *A Lesson Before Dying* is among the selections for the book club.
12. For the past three Januarys, she had promised herself that she would read Shakespeare’s *Twelfth Night*.
13. He could become absorbed in the games *Myst* and *Riven* for hours on his computer.
14. Her grandmother has subscribed to *Good Housekeeping* for over thirty years.
15. The 1939 movie *Gone with the Wind* won eight Academy Awards, including *Best Picture*.
16. Chagall’s painting *The Birthday* and the story behind it touched her.
18. *La Bamba*, the movie based on Ritchie Valens’ life, both inspired and saddened them.
19. Thornton Wilder won his first of three Pulitzer Prizes for *The Bridge of San Luis Rey*.
20. John F. Kennedy, Jr., founded *George* magazine.

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Italics (Underlining) Review

14g. Use italics (underlining) for titles and subtitles of books, plays, long poems, periodicals, works of art, films, radio and television series, long musical works and recordings, videos, video and computer games, and comic strips.

14h. Use italics (underlining) for the names of trains, ships, aircraft, and spacecraft.

14i. Use italics (underlining) for words, letters, symbols, and numerals referred to as such and for foreign words that have not been adopted into English.

**EXAMPLES**

He first studied *Hamlet* in college and has re-read it every year since.

The song “The City of New Orleans” is about the actual train the *City of New Orleans*, which runs south from Chicago to New Orleans.

Mary’s casual, *c’est la vie* attitude was admirable in the face of such adversity.

**EXERCISE** Underline all words or letters that should appear in italics in the following sentences.

**Example 1.** When they were boys, they were allowed to tour the USS *Enterprise* while it was docked near Boston.

1. What do the abbreviations SS and HMS stand for?
2. Tim likes to read The Washington Post regularly on the Internet.
3. Her mother recalled the Challenger tragedy, although she did not see the explosion on television as it happened.
4. His letter was ex animo, meaning “from the heart.”
5. He always misspells vacuum by putting in an extra c and omitting a u.
6. She liked the novel Sense and Sensibility and looks forward to seeing the film.
7. She recalled reading the first issue of People over thirty years ago.
8. Kathleen was drawn to Winslow Homer’s paintings of storms, especially Hurricane, Bahamas.
9. Although we liked the comic strip, we grew weary of her always quoting something from Doonesbury.
10. The original movie of The Women was cast entirely with females.
Colons

Lists
14e. Use a colon to mean “note what follows.”

(1) Use a colon before a list of items, especially after expressions such as as follows and the following.

EXAMPLES The stew had several ingredients: potatoes, carrots, and celery. [The colon tells a reader that a list follows.]

The recipe was as follows: brown the onions, add the broth, and stir in the chopped vegetables. [The phrase as follows and the colon tell the reader that a list follows.]

NOTE Do not use a colon immediately after a verb or immediately after a preposition.

INCORRECT The school offered: fencing, archery, and karate. [The colon after the verb offered cuts off the verb from its complements fencing, archery, and karate.]

CORRECT The school offered fencing, archery, and karate.

EXERCISE A Circle the colons that are used correctly in the following sentences. Put a slash (/) through colons that are not used correctly.

Example 1. The bank teller counted the following coins: nickels, dimes, and quarters. [The colon appears after the phrase the following to signal that a list of coins follows.]

1. The dentist had the following three openings: Tuesday morning, Thursday morning, or Friday afternoon. [Is the list correctly set off by a colon?]
2. The Colorado River crosses through: Colorado, Utah, and Arizona.
3. The client jotted down: the name, the address, and the phone number of the company.
4. The past club presidents were as follows: Mr. Samson, Miss Gonzales, and Mrs. Lee.
5. The trainer recommended several exercises as follows: sit-ups, curls, and pull-ups.

Quotations and Explanations
(2) Use a colon before a long, formal statement or quotation.

EXAMPLE Jane Austen opens Pride and Prejudice with a view of marriage: “It is a truth universally acknowledged, that a single man in possession of a good fortune, must be in want of a wife.” [A colon sets off the long quotation.]

(3) Use a colon between independent clauses when the second clause explains or restates the idea of the first.

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EXAMPLE Gina grimaced suddenly: The kitten had attached itself to her ankle. [The second clause is set off with a colon because it explains the first clause.]

Semicolons A

14a. Use a semicolon between independent clauses that are closely related in thought and are not joined by a coordinating conjunction (and, but, for, nor, or, so, or yet).

EXAMPLE Terrence is a talented musician; he played a violin concerto at the concert.

14b. Use a semicolon between independent clauses joined by a conjunctive adverb or a transitional expression.

EXAMPLES I was full; however, Ian gave me more soup.
I am annoyed; in fact, I’m getting angry.

EXERCISE A Insert semicolons where they are needed in the following sentences.

Example 1. Juanita went home right after softball practice; she was hoping to get a phone call.

1. The wind is fierce it sounds like a locomotive.
2. The workers were dissatisfied therefore, they considered a strike.
3. We are eager to go on vacation the past few weeks have been strenuous.
4. Tony has accomplished quite a lot on the other hand, Janis hasn’t.
5. Begonias thrive in the shade marigolds need more sun.

EXERCISE B Some of the following sentence pairs contain closely related ideas that can be combined into one sentence punctuated with a semicolon. Others are unrelated and should remain as two separate sentences. On the lines provided, combine the related sentences. If the sentence pair should not be combined, write C on the line.

Example 1. The producers are meeting. Please do not disturb them.

The producers are meeting; please do not disturb them.

6. We were late for the game. As a result, we missed the kickoff.
7. Jules is the yearbook editor. He also works on the school newspaper.
8. The soup is delicious. Have all the guests arrived?
9. She stops by the library every Saturday morning. The bakery opens at 7:00.
10. Many events have been scheduled. For example, there are two concerts coming up.
Semicolons B

14c. You may need to use a semicolon (rather than a comma) before a coordinating conjunction to join independent clauses that contain commas.

EXAMPLE She completed several tasks on her list, including weeding the flower beds, mowing the yard, and trimming the shrubs; but she put off her indoor chores until a rainy day.

14d. Use a semicolon between items in a series if the items contain commas.

EXAMPLE Their children’s birth dates are December 3, 1966; August 24, 1968; September 24, 1970; and June 20, 1979.

EXERCISE Insert semicolons where they are needed in the following sentences.

Example 1. The women on the tour bus came from Memphis, Tennessee; Aberdeen, Mississippi; Jackson, Mississippi; and Little Rock, Arkansas.

1. Among the people who contributed to the book are Dr. Newman, who did the research Ms. Lewis, who provided the photographs and Mr. Jung, who wrote the introduction.


3. He was busy raking the yard, cleaning the gutters, and pulling out items for his garage sale, which he intended to have the next Saturday but he longed to submerge himself in a novel.

4. The members of the committee who helped the most are Sharon, who handled the publicity Betty, who led the finance subcommittee and Bart, who built all the booths.

5. We did not, for the most part, want to be identified with that organization, its leaders, or its cause nor did we want to sign the petition.

6. Stan realized that spilling juice on his keyboard is, of course, what damaged his computer that he should never, ever leave a drink sitting close to it again and that he was lucky to find a replacement keyboard so quickly.

7. The finalists were from Grand View, Idaho Big Horn, Wyoming and Sunburst, Montana.

8. On her day off, she had plans to take a cooking course, visit a friend, and tutor a third-grade student and after all that, she might take in a movie.

9. In 1992, the candidates vying for president were George Herbert Walker Bush, who was the current president William Jefferson Clinton, who was the governor of Arkansas and Ross Perot, who had never held public office.

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10. We hope to visit Lexington, Charlottesville, and Harrisonburg, Virginia and if we have any time remaining, we would like to drive on to Gettysburg, Pennsylvania.

**Using Colons, Dashes, and Parentheses**

Although you may think of punctuation marks primarily as ways to *separate* ideas, some punctuation marks do just the opposite. They *join* facts, ideas, and other types of information. They can even be used to combine sentences. Colons, dashes, and parentheses are three types of punctuation marks that join rather than separate.

A **colon** is often used to connect a series of items listed in one sentence to another sentence or sometimes to make a dramatic statement.

**Original:** The human heart pumps blood to the body through a series of channels. The channels are the arteries, veins, and capillaries.

**Combined:** The human heart pumps blood to the body through a series of channels: **arteries, veins, and capillaries.**

**Original:** The human heart is an awesome muscle. It contracts automatically.

**Combined:** The human heart is an awesome muscle: **it contracts automatically.**

**Dashes** and **parentheses** are a way to add variety to your writing. Use them to vary your tone, to change your voice or that of a character in a story, or to make your writing more personal.

With a **dash**, you can insert a whole idea, even a whole sentence, right into the middle of another sentence.

**Original:** The heart beats an average of 100,000 times per day, pumping 1,980 gallons of blood around the body every 24 hours. The heart beats an average of 2.5 billion times in a lifetime.

**Combined:** The heart beats an average of 100,000 times per day—**an average of 2.5 billion times in a lifetime**—pumping 1,980 gallons of blood around the body every 24 hours.

A **dash** can also mean **namely, that is, or in other words.**

**Original:** Under the microscope, heart muscle looks like a combination of skeletal muscle and visceral muscle. Visceral muscle is the smooth muscle of the body’s internal organs.

**Combined:** Under the microscope, heart muscle looks like a combination of skeletal muscle and visceral muscle—**the smooth muscle of the body’s internal organs.**

**Parentheses** help you include interesting information that might not be of major importance.

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Original: With each beat, blood is forced into the main chambers of the heart. The ventricles are the main chambers.

Combined: With each beat, blood is forced into the main chambers of the heart (the ventricles).