

Chapter 2 Punctuation

True/False Questions

1. A comma is used after every noun in a list.
True; Easy
2. A comma is used after the introductory word to join that word with the main sentence.
False; Easy
3. A comma is used to join interrupting words with the rest of the sentence.
True; Easy
4. A semicolon is used to separate two independent clauses in a sentence.
False; Easy
5. Colons are used to introduce a list or an example.
True; Easy
6. Single quotation marks are used to enclose a quote within a quotation.
True; Easy
7. Long quotations having forty or more words are called block quotations.
True; Easy
8. A direct quotation is used to restate what has been said or written by someone
False; Easy
9. A punctuation mark is used to set off information in a sentence for emphasis.
True; Easy
10. The first letter of a word within quotes has to be capitalized even though it is not the beginning of the sentence.
True; Moderate

Multiple Choice Questions

11. "Larry was asked to get pens papers books bags markers and clips for the class assignment."
Identify the missing punctuation mark in the given sentence.
 - a. Colons
 - b. Parentheses
 - c. Semicolons
 - d. Commas
 - e. Apostrophes**d; Easy**
12. "It was a fast thrilling spine-chilling movie." Identify the missing punctuation mark in the given sentence.
 - a. Hyphens

- b. Commas
- c. Dashes
- d. Quotes
- e. Parentheses

b; Easy

13. "In the blink of an eye the kids were ready to leave for camp." Identify the missing punctuation mark in the given sentence.

- a. Hyphens
- b. Commas
- c. Dashes
- d. Quotes
- e. Parentheses

b; Easy

14. "Fortunately the sleeping baby did not get up when the caretaker came." Identify the missing punctuation mark in the given sentence.

- a. Hyphens
- b. Dashes
- c. Quotes
- d. Commas
- e. Parentheses

d; Easy

15. "Has anyone besides me studied for the test?" Identify the missing punctuation mark in the given sentence.

- a. Hyphens
- b. Dashes
- c. Quotes
- d. Parentheses
- e. Commas

d; Easy

16. "The pizza toppings can be chosen from a combination of cheese and mayonnaise, cream, olives and cheese, or cheese, ham and tomatoes." Identify the missing punctuation in the given sentence.

- a. Colons
- b. Parentheses
- c. Semicolons
- d. Commas
- e. Apostrophes

c; Easy

17. "Be sure to carry the passes for the match passes are a must." Identify the missing punctuation in the given sentence.

- a. Colons
- b. Parentheses
- c. Commas
- d. Apostrophes
- e. Semicolons

e; Easy

18. "Someone truly said 'Dog is a man's best friend.'" Identify the missing punctuation in the given sentence.
- a. Colons
 - b. Parentheses
 - c. Commas
 - d. Dashes
 - e. Hyphens
- a; Easy**
19. "The room will have five color options red, green, yellow, white, and blue." Identify the missing punctuation in the given sentence.
- a. Quotes
 - b. Commas
 - c. Colons
 - d. Apostrophes
 - e. Parentheses
- c; Easy**
20. _____ are used to set off a group of words from the rest of the sentence.
- a. Colon
 - b. Semicolon
 - c. Quotes
 - d. Commas
 - e. Dashes
- c; Easy**
21. . Which of the following punctuation marks is used to enclose secondary information within a sentence?
- a. Parentheses
 - b. Dashes
 - c. Hyphen
 - d. Apostrophes
 - e. Quotation Mark
- a; Difficult**
22. . Which of the following punctuation marks is used to separate two independent clauses?
- a. Semicolon
 - b. Colon
 - c. Comma
 - d. Quotation Mark
 - e. Hyphen
- c; Difficult**
23. Which of the following punctuation marks is used to join two separate independent clauses?
- a. Comma
 - b. Semicolon
 - c. Colon
 - d. Apostrophe
 - e. Parentheses
- b; Difficult**

24. . Which of the following punctuation marks is used to emphasize the important information within a sentence?
- a. Parentheses
 - b. Hyphen
 - c. Quotation Mark
 - d. Dashes
 - e. Colon
- d; Difficult**
25. . Which of the following punctuation marks is used in a contraction to show where a letter has been left out?
- a. Comma
 - b. Quotation Mark
 - c. Colon
 - d. Semicolon
 - e. Apostrophes
- e; Difficult**
26. “Tom said, He topped the university.” Identify the missing punctuation mark in the given sentence.
- a. Quotation mark
 - b. Semicolon
 - c. Colon
 - d. Dash
 - e. Apostrophe
- a; Difficult**
27. . “She read the book Risk Management.” Identify the missing punctuation mark in the given sentence.
- a. Semicolon
 - b. Colon
 - c. Dash
 - d. Quotation mark
 - e. Apostrophe
- d; Difficult**
28. . “Guess what I finally finished the assignment.” Identify the missing punctuation mark in the give sentence.
- a. Dash
 - b. Hyphen
 - c. Parentheses
 - d. Quotation Mark
 - e. Semicolon
- a; Difficult**
29. . “A twenty three year old student created a new record.” Identify the missing punctuation mark in the given sentence.
- a. Apostrophes
 - b. Semicolon
 - c. Colon
 - d. Hyphen

- e. Dash
- d; Difficult**

30. "Has anyone besides me read the book?" Identify the missing punctuation mark in the given sentence.

- a. Quotation Mark
- b. Parentheses
- c. Dash
- d. Colon
- e. Comma

b; Difficult

31. . Which of the following is the correct way to write the given sentence?

- a. He planned to go for the camp tonight; however he didn't finish the packing.
- b. He planned to go for the camp tonight, "however he didn't finish the packing."
- c. He planned to go for the camp tonight-however he didn't finish the packing.
- d. He planned to go for the camp tonight' however he didn't finish the packing
- e. He planned to go for the (camp) tonight, however he didn't finish the packing.

a; Difficult

32. Which of the following is the correct way to write the given the sentence?

- a. Rachel said Cats have nine lives.
- b. Rachel said, Cats have nine lives.
- c. Rachel said, "Cats have nine Lives."
- d. Rachel said (Cats have nine lives).
- e. Rachel said Cat's have nine lives.

c; Difficult

33. Which of the following is the correct way to write the sentence?

- a. Gary said that he would not be able to attend the seminar.
- b. Gary said that, "he would not be able to attend the seminar."
- c. Gary said that-he would not be able to attend the seminar.
- d. Gary said that; he would not be able to attend the seminar.
- e. Gary said that, he would not be able to attend the seminar.

a; Difficult

34. Which of the following is the correct way to write the sentence?

- a. The baby drank milk, he then slept.
- b. The baby drank milk; he then slept.
- c. The baby drank milk, 'he then slept'.
- d. The baby drank milk. He then slept.
- e. The baby drank milk-he then slept.

b; Difficult

Short Answer Questions

35. List the different types of punctuation marks
The different types of punctuation marks are:

- a. Commas
- b. Semicolons

- c. Colons
- d. Quotes
- e. Apostrophes
- f. Parentheses
- g. Dashes
- h. Hyphens

Easy

36. What do you mean by a comma? List the places where a comma is used.

A comma is a punctuation mark that is used to indicate a pause or a separation of things in a list. The various places where a comma can be used while writing are:

- a. Introductory words
- b. Lists
- c. Coordinating adjectives
- d. Conjunctions in compound sentences
- e. Interrupting words
- f. Dates, addresses, greetings, and letters

Easy

37. What is a semicolon and when is it used?

A semicolon indicates a break in the flow of a sentence. The semicolon can be used to:

- Join two independent clauses
- Join items in a list

Easy

38. What is the difference between a comma and a semicolon?

A comma is used to separate two independent clauses, while a semicolon is used to join two independent clauses in a sentence.

Difficult

39. Define a colon and list the situations where it is used.

A colon is another punctuation mark which is used to indicate a full stop. The situations where it is used are:

- To introduce a list
- To introduce a quote
- To introduce example or examples

Easy

40. What is the difference between the usage of a direct and an indirect quotation?

A direct quotation is used to give an exact account of what has been said by someone, while an indirect quotation is used to re-state what has been said by someone.

Difficult

41. What is the difference between the usage of quotation marks and parentheses?

Quotation marks are used to enclose direct quotes and titles, while parentheses are used to enclose information which is secondary to the meaning of a sentence.

Difficult

42. What is the difference between the usage of parentheses and dashes?

Parentheses are used to enclose information that is secondary to the meaning of the sentence, while dashes are used to emphasize the important information within a sentence.

Difficult

43. What is the difference between the use of a dash and a hyphen?

A hyphen is used to join words which work together to form a description, while a dash is used to emphasize the important information within a sentence.

Difficult

Fill in the Blanks

44. A(n) _____ is used to separate interrupting words from the rest of the sentence.
comma; Easy

45. A(n) _____ is used to join two independent clauses.
semicolon; Easy

46. A(n) _____ is used to introduce a list, quote or an example.
colon; Easy

47. _____ are used to enclose titles.
Quotes; Easy

48. _____ are used in a contraction to show where a letter has been left out.
Apostrophes; Easy

49. _____ are used to enclose information which is secondary to the meaning of the sentence.
Parentheses; Easy

50. _____ are used to emphasize some information within a sentence.
Dashes; Easy

51. _____ are used to combine words that together form a single description.
Hyphen; Easy