

## Choices: Exploring Punctuation

The following activities challenge you to find a connection between punctuation and the world around you. Do the activity below that suits your personality best, and then share your discoveries with your class.

### MATHEMATICS

#### Proper Proportions

Mathematicians use colons to express ratios. Prepare a short presentation on ratios. Include the etymology of the word *ratio*, several examples of ratios, and conversions of ratios into percentages. Also, include examples of the most common uses of ratios, such as in scale models. Be sure to highlight the colons in your written examples.

### WRITING

#### Linguistic Acrobatics

Look up the word *punctuate* in a good dictionary. Then, write a sentence for each meaning of the word. With your teacher's permission, present your sentences to the class, explaining the different meaning of each use of the word *punctuate*.

### INVENTION

#### On Your Marks

Have you ever thought that the English language needed more forms of punctuation, that what we use just doesn't meet all of our needs? Make up a new use for a mark of punctuation or create a new punctuation mark—one that expresses what *you* want. Make up a few rules to go along with your new mark while you're at it. Then, present your ideas to the class.

### MUSIC

#### Words and Music

Words and mathematical formulas are not the only systems of written communication that are punctuated. Musical scores are also punctuated. If you can read sheet music, compare musical scores with English punctuation. What features do they have in common? Prepare visual examples to show to your classmates. If possible, play the passages that you are using as examples.

### GRAPHICS

#### Stand Alone Unit

Before you start peppering your writing with semicolons and colons, prepare a study poster to help you and your classmates completely understand the difference between a subordinate clause and an independent clause. Include a clear definition of each type of clause. Then, thumb through magazines or newspapers to find several examples of independent and subordinate clauses. Highlight the clauses in each example you find, and cut out the sentences. Next, paste them on your poster beneath the appropriate definition. With your teacher's permission, hang the poster in the classroom, and refer to it as you study colons and semicolons.

### CREATIVE WRITING

#### A Checkered Past

Make up your own story about how semicolons came to be. To get ideas for your creation story, look up the word semicolon in a good dictionary. Also, consider the following questions: What is the semicolon's relationship to the comma and the colon? Which mark came first, the semicolon or the colon? Why?

### DISCUSSION

#### The Colon: A Mark of Excellence

You have learned that a colon is used between a title and a subtitle, right? Well, put that knowledge into practice. Are you crazy about books? Music? Art? Whatever your interest, research and compile a list of at least twenty titles of books, music, or works of art that have a subtitle. Type up your list, and share it with your classmates. Then, ask yourself and your classmates this question: What function does a subtitle serve? Lead a discussion on why subtitles are so commonly used.

# Semicolons A

- 12a.** Use a semicolon between independent clauses that are closely related in thought and that are not joined by *and*, *but*, *for*, *nor*, *or*, *so*, or *yet*.

**EXAMPLE** The big game is tomorrow; I'm mentally prepared.

- 12b.** Use a semicolon between independent clauses joined by a conjunctive adverb or a transitional expression.

**EXAMPLE** The garden was my idea; therefore, I should be in charge of it.

**EXERCISE** Insert semicolons where they are needed.

**Example 1.** Nod your head if you agree; I can't tell by your facial expression alone.

1. David prefers classical music I prefer blues.
2. Miguel wants to go on vacation this summer therefore, he is working after school to save money.
3. The rain started late last night it is expected to stop sometime this afternoon.
4. Gladys brought four apples to the barn however, her horse ate only three of them.
5. Li voted against the tax increase she expressed her opinions at the town meeting.
6. The sailboat race began on time unfortunately, the judges were late.
7. No one in the audience noticed the loud crash it sounded like part of the movie.
8. The women wanted to play softball the men decided to sit in the shade.
9. Liang is a moody person he is often, for example, quiet and withdrawn.
10. The orchestra stopped playing the dancers sat down.
11. Mrs. McDuff had longed for peace and quiet she only got it when the neighbors moved.
12. Papa is eager to retire his last day at work is next Friday.
13. The kids wanted to watch a video the adults preferred to go outside.
14. Martha was always punctual the rest of the class usually came in late.
15. Joel is not here today therefore, we will have to postpone his birthday celebration.
16. Our terrier enjoys hiding things those things sometimes include our shoes and socks.
17. Pierre did his best on the exam his reward was the highest grade in the class.
18. The train rounded the curve at high speed the deer just barely got out of the way in time.
19. General Dupont remembers the day war was declared he says he was in his parents' kitchen.
20. Sergio Montale, the famous tenor, is singing tonight all seats have been sold out for weeks.

## Semicolons B

- 12c.** You may need to use a semicolon (rather than a comma) before a coordinating conjunction to join independent clauses that contain commas.

**EXAMPLE** On Tuesday, March 11, we'll be in Atlanta; and the day after that, barring any glitches, we'll be in Chicago.

- 12d.** Use a semicolon between items in a series if the items contain commas.

**EXAMPLE** My grandmother is going on an AARP tour to Prague, Czech Republic; Vienna, Austria; and Stockholm, Sweden.

**EXERCISE** In the following sentences, put a caret (^) over any comma that should be a semicolon, and write a semicolon above the caret.

**Example 1.** Kim had pen pals in Tokyo, Japan, Paris, France, and Toledo, Spain.

- The tour will include stops in St. Petersburg, Russia, Kiev, Ukraine, Bucharest, Romania, Athens, Greece, and Cairo, Egypt.
- In a surge of productivity, Jim watered the lawn, took out the trash, and swept the driveway, and his sister, Jenny, washed the car and the dog.
- Ruth has relatives living in Jerusalem, Israel, London, England, and Rome, Italy.
- The committee invited speeches from Maya Angelou, a poet, Amy Tan, a novelist, and Neil Simon, a playwright.
- You may sign up for the seminar on Wednesday, January 29, Friday, February 7, Monday, February 10, or Friday, February 14.
- The only people who came to the meeting were Jim, a writer, Mike, a car mechanic, Olivia, a dancer, and José, a computer programmer.
- Last Friday, at the very last minute, we handed in our papers, and according to the schedule, we should get our grades next month.
- Our class is currently studying *A Tale of Two Cities*, the Dickens novel, *The Fire Next Time*, James Baldwin's masterpiece, and *The Chosen*, Chaim Potok's story about two Brooklyn boys.
- Wednesday I'll be at home working on my project, if I have the time, but on Thursday, if all goes according to plan, I'll be on my way overseas.
- The band members plan to raise funds by holding a car wash on Friday, November 16, from 6:00 to 9:00 P.M., Saturday, November 17, from 10:00 A.M. to 5:30 P.M., and Sunday, November 18, from 2:00 to 6:00 P.M.

# Semicolons C

- 12a.** Use a semicolon between independent clauses that are closely related in thought and that are not joined by *and*, *but*, *for*, *nor*, *or*, *so*, or *yet*.
- 12b.** Use a semicolon between independent clauses joined by a conjunctive adverb or a transitional expression.
- 12c.** You may need to use a semicolon (rather than a comma) before a coordinating conjunction to join independent clauses that contain commas.
- 12d.** Use a semicolon between items in a series if the items contain commas.

**EXERCISE** In the following sentences, insert semicolons where they are needed. Put a caret (^) over any comma that should be a semicolon, and write a semicolon above the caret.

**Example 1.** If the meeting finishes in time, we should be out by 6:30; if it runs over, we'll give you a call.

1. The sun is beginning to set soon the sky will be dark.
2. Performances will take place several times this month with matinees on Saturday, August 12, Sunday, August 13, and Saturday, August 26.
3. Tom, our raucous young neighbor, started playing the drums every night after dinner, soon the noise was so bad we had to complain to his parents.
4. Going to the lake was my idea therefore, I should make the reservations.
5. We always wash our car on the weekend judging by its appearance, they wash theirs, too.
6. Give Jane a call if you want a ride to the meeting I won't be able to make it.
7. Grandfather has lived in Cork, Ireland, Boston, Massachusetts, Providence, Rhode Island, and Kenosha, Wisconsin.
8. Ted, my cousin, and Sally, his friend, are coming over to dinner, so Ernie, my older brother, and I are doing the cooking.
9. Most trees, such as the elm, the sycamore, the oak and the birch, lose their leaves in the winter, there are some, however, such as the pine, that retain their leaves in all seasons.
10. On Monday, March 10, the band is scheduled to arrive, and two days later, if all goes well, they'll be performing at the White House.

# Colons A

## 12e. Use a colon to mean “note what follows.”

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

**EXAMPLE** The duties of this job are as follows: help unload the delivery trucks, sweep the aisles, and stack items on the shelves.

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

**EXAMPLE** Then he addressed the crowd: “Many of you here have become discouraged. You feel that no one cares that this power plant is polluting your water and your air. Don’t give up, though. Together we *are* making progress, and together we will shut this thing down!”

## 12f. Use a colon before a statement that explains or clarifies a preceding statement.

**EXAMPLE** Sami left before the rest of us: She had to be there early to help with the costumes.

**EXERCISE** Some of the following sentences are missing colons. Insert colons where necessary. Also, triple underline any letter that should be capitalized but is not. If a sentence is correct as it is, write C at the end of the sentence.

**Example 1.** For lunch, Henry ate a double-decker sandwich, a big salad, and an orange. he was very hungry.

1. We will read works by the following poets Emerson, Poe, Dickinson, and Frost.
2. Hershel looked for his calculator in the kitchen drawers, his closet, and his bookbag.
3. Sara arrived at the party late she had trouble getting her car to start.
4. At the end of her lecture, Mrs. Bell had this to say “as you have learned, the Romanticism of the nineteenth century was much more than an emphasis on romantic love. It was, in a way, an intellectual movement—a movement that gives us insight into the way authors of the nineteenth century viewed humanity.”
5. My goals are as follows to go to college, to study medicine, and to become a surgeon.
6. For her birthday, Sofia received these gifts a sweater, two books, gloves, and roses.
7. The Tsongs donated several items for the raffle a lamp, two chairs, and some books.
8. Helen stayed home yesterday she wasn’t feeling well.
9. Patrick Henry offered these words on freedom “give me liberty or give me death.”
10. Angela ordered three magazines *Time*, *Essence*, and *The New Yorker*.

# Colons B

**12g.** Use a colon in certain conventional situations.

(1) Use a colon between the hour and the minute.

**EXAMPLES** 4:30 P.M. today                      7:55 A.M.

(2) Use a colon between chapter and verse in Biblical references.

**EXAMPLES** John 3:16                      Colossians 3:2

(3) Use a colon between a title and a subtitle.

**EXAMPLES** *Star Wars: Return of the Jedi*                      *Ishi: Last of His Tribe*

(4) Use a colon after the salutation of a business letter.

**EXAMPLES** To Whom It May Concern:                      Dear Ms. Fielding:

**EXERCISE** In the following sentences, insert colons where necessary. If a sentence is correct as it is, write C at the end of the sentence.

**Example 1.** Misha is leaving at 5:15 P.M. this afternoon.

1. Mom frequently quotes from the Bible; her favorite quotation is from Exodus 16–15.
2. Every morning at 7 00 A.M., the alarm clock goes off and the dog starts barking.
3. There are numerous museums and art galleries in Chicago, the nation's third-largest city.
4. Mira is reading *Gandhi A Life*, a biography of the Mahatma.
5. Dear Mr. Adams  
Please acknowledge receipt of the enclosed shipment.  
Sincerely,  
Jeff Holt
6. Under the couch I found the old copy of *Yodeling A Beginner's Primer* that I thought I had lost.
7. Isn't II Samuel 6 14 the passage in the Bible in which David dances before the Lord?
8. Dr. Sharif wrote a fascinating little book called *Tesellation The Art of Illusion*.
9. Tamara looked for Scamp in the hallway, under the stairs, and in the attic.
10. Between 3 30 and 5 00 every afternoon, the noise in the street is unbelievable.

## Colons C

**12e.** Use a colon to mean “note what follows.”

**EXAMPLE** You need to shop for several items: brown shoelaces, a quart of milk, five or six carrots, and a tube of toothpaste.

**12f.** Use a colon before a statement that explains or clarifies a preceding statement.

**EXAMPLE** Suddenly, Margo screamed: There were fire ants all over her feet.

**12g.** Use a colon in certain conventional situations.

**EXAMPLES** 8:30 P.M.

Matthew 2:13

Dear Sir:

**EXERCISE** Add colons where necessary in each of the following sentences. Also, triple underline any letter that should be capitalized but is not.

**Example 1.** Please bring the following items to the picnic tomorrow: a volleyball, a volleyball net, and a cooler.

1. Dear Dr. Heather Williams
2. My sermon today comes from Psalm 91 4–5.
3. Tonya will do her book report on *Asian American Dreams The Emergence of an American People*.
4. My father is reading *Galileo's Daughter A Historical Memoir of Science, Faith, and Love*.
5. Ricardo, set your alarm for 5 15 A.M. we have to pick up your grandfather at 7 00 A.M.
6. The following are my favorite fantasy writers Ursula K. Le Guin, Robert Holdstock, John Crowley, and J.R.R. Tolkien.
7. Jimmy had this to say about the new schedule adopted at last night's school board meeting  
“I'm glad the school board approved the new schedule. I think it will be a benefit to students and teachers alike.”
8. After opening the elaborately wrapped present, Jane became confused the box that someone had taken great pains to wrap was empty.
9. Over the summer vacation, Lee visited four states Utah, Colorado, New Mexico, and Arizona.
10. No one expresses despair better than Shakespeare's doomed king Macbeth “Tomorrow and tomorrow and tomorrow / Creeps in this petty pace from day to day, / To the last syllable of recorded time.”

## Review A: Semicolons and Colons

**EXERCISE A** In the following sentences, place semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** The view from the pass includes the following landmarks: Lake Geneva, except for the extreme eastern part, Geneva itself, including suburbs and outlying districts, and the entire chain of the Savoy Alps.

1. My father drinks black coffee, my mother prefers tea.
2. Dear Mrs. R. Volpe
3. All applicants for the job must furnish the following items of information, date of birth, grade in school, and names of two personal references.
4. We had all been warned about the test, nonetheless, few of us were prepared for it.
5. We should take Jerry out to lunch, he really came through for us on that project.
6. These three girls have been nominated for vice-president of the class Siobhan Reilly, Olive Caccione, and Sarah Golder.
7. It had rained all morning, at 1 00 P.M., however, the sun appeared.
8. I thought you had read the book, otherwise, I wouldn't have asked you about it.
9. The candidate finished her speech with a final comment "If I am elected, I will do everything in my power to fulfill the promises I have made."
10. Richard bought a new CD titled *Julian Bream The Ultimate Guitar Collection*.

**EXERCISE B** In the following sentences, place semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** Carol bought balloons, plates, and napkins, and Joel bought party hats and snacks.

11. John 3 16 is probably the most famous scripture in the Bible.
12. Jane went to the play with Cora, Peter, and David, and Alex, Jane's brother, went with Gary.
13. Felix didn't get to sleep until 2 30 A.M., he had to finish an important project.
14. Karen has traveled to many places Barcelona, Spain, London, England, and Sydney, Australia.
15. The new reporters on the staff of the school newspaper are Joaquín Sanders, a sophomore, and Leslie Crim, a junior, and Virgil Bates, a member of the senior class, is the new managing editor.



## Review B: Semicolons and Colons

**EXERCISE A** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** I can stay until 3:00 P.M. at 4:00 P.M. I am expected at home.

1. Here are my New Year's resolutions to read more, to exercise more, and to eat fewer snacks.
2. Dear Mrs. Kay
3. At 5 45 P.M., Jocelyn and Theresa arrived at the auditorium. Jocelyn put up streamers, posters, and banners, and Theresa set up the sound equipment, chairs, and podium.
4. Barry wants to title his autobiography *Barry Retrospective of a Great Man*.
5. The applicant was very nervous during the interview, nonetheless, she got the job.
6. Before making a hiring decision, the personnel director considered the following qualifications, work experience, educational background, and personality.
7. The book was a conduit for her bad feelings, it gave her a more positive outlook.
8. The three students who are vying for first place in the talent show are Marla Jones, a singer, Jerry Green, a pianist, and Leslie Ricardo, a dancer.
9. I am an excellent swimmer, my brother, on the other hand, prefers skating.
10. Three students received A's on the test Johnnie B. Baker, Toni Mancuso, and Rory Milano.

**EXERCISE B** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** A. Thomas is a very unusual author; she wrote her first book at the age of thirteen.

11. Gary deserves to win his science project is clearly the best in the room.
12. Henry prefers Italian food, Lisa prefers Chinese food.
13. "Whither thou goest, I will go," as it says in Ruth 1 16.
14. The last words of the dying pirate were mysterious "From the base of the torso tree, take long steps three. From that spot toward the shore, walk apace twenty more. There, if you stand at sunset's wane, you will see the shadow that leads to spoils and gain."
15. I decided to decorate my room with some stuff I found in the attic a movie poster, which once belonged to my brother, an old New York Yankees pennant, the first pennant I bought with my own money, and a model of the original starship *Enterprise*.

## Review C: Semicolons and Colons

**EXERCISE A** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** The Bible reading began with John 14:27 and ended with Psalms 39:1–6.

1. Mr. Jackson’s plane arrived twenty minutes late because of the dense fog, consequently, he missed the flight to Denver.
2. The Arthurs are not home, they’ve left for work.
3. Amy wanted to visit Tucson, San Diego, and Austin, but Helen wanted to visit Seattle, Las Vegas, and Phoenix.
4. The meeting is scheduled for 3 30 this afternoon please don’t be late.
5. The following committees will report budget, membership, awards, and programs.

**EXERCISE B** Insert semicolons and colons where necessary in the following letter.

**Example [1]** Are you familiar with *Sharing the Universe* ; *Perspectives on Extraterrestrial Life*?

**[6]** Dear Sir or Madam

**[7]** I am preparing a report on SETI, or the Search for Extraterrestrial Intelligence, and I would like to be as well prepared as possible. I have already read *We Are Not Alone The Continuing Search for Extraterrestrial Intelligence* by Walter Sullivan. **[8]** My science teacher has recommended that I get your opinion on SETI. She has also suggested that I read books by the following authors Carl Sagan, Frank Drake, and Jean Heidmann.

**[9]** I know that not all scientists are optimistic about the chances for extraterrestrial life the book *Rare Earth Why Complex Life Is Uncommon in the Universe* makes the case that earth is the only place in the universe where animal life lives. **[10]** I am eager to learn about your views on SETI. Thank you for your time I hope to hear from you soon!

Yours sincerely,

Arundhati Chandrasekhar

## Proofreading for Semicolons and Colons

Good writers are generally good proofreaders. Readers tend to admire and trust writing that is error-free. Make sure that you correct all errors in grammar, usage, spelling, and punctuation in your writing. Your readers will have more confidence in your words if you have done your best to proofread carefully.

Semicolons and colons give signals to your readers about the relationships between ideas. Both can help you make long, complex sentences more comprehensible. When writing instructions, be sure to proofread carefully to ensure the correct use of semicolons and colons.

### PROOFREADING ACTIVITY

The following set of instructions contains several errors in the use of semicolons and colons. Use proofreading symbols to make your corrections.

#### Chelsea's Chocolate Cookie Cheesecake; A Fast and Easy Recipe

Would you like to make a dessert that's light on the calories; as well as the preparation time? This recipe requires only a few ingredients and about fifteen minutes however; the result is a delicious and impressive *pièce de résistance*.

You will need the following ingredients 2 eggs,  $\frac{1}{2}$  cup of sugar, 2 eight-ounce packages of low-fat cream cheese, and 1 teaspoon of vanilla. You will also need: a commercially prepared pie crust made of chocolate cookies, indeed, the crust is what makes the dessert so special.

Prepare the filling as follows; mix the cream cheese, vanilla, and sugar with an electric mixer, then, mix in the eggs until everything is well blended. Pour the filling into the pie crust, bake it for 40 minutes in an oven preheated to 400 degrees. After baking the cheesecake, put it in the refrigerator for at least 3 hours, the cheesecake needs plenty of time to cool. Then—voilà—the cheesecake is ready to serve!

# Literary Model: Narrative

*One step brought us into the family sitting-room, without any introductory lobby or passage: they call it here "the house" pre-eminently. It includes kitchen and parlour, generally; but I believe at Wuthering Heights the kitchen is forced to retreat altogether into another quarter: at least I distinguished a chatter of tongues and a clatter of culinary utensils deep within; and I observed no signs of roasting, boiling, or baking about the huge fire-place; nor any glitter of copper saucepans and tin cullenders on the walls... The floor was of smooth, white stone; the chairs, high-backed, primitive structures, painted green: one or two heavy black ones lurking in the shade....*

—from *Wuthering Heights* by Emily Brontë

## EXERCISE A

1. On the lines below, copy the excerpt, replacing the semicolons and colons with periods.

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2. How does the substitution of periods affect the readability and the comprehensibility of the excerpt? Support your response by discussing specific sentences from the excerpt.

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NAME \_\_\_\_\_

CLASS \_\_\_\_\_

DATE \_\_\_\_\_

for **CHAPTER 12: PUNCTUATION** pages 322–28

# Literary Model (continued)

## EXERCISE B

1. Why do you think Brontë used many semicolons and colons instead of periods in this excerpt?

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2. Describe the style of writing that results from her repeated use of semicolons and colons.

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**EXERCISE C** Write a paragraph describing a section of a house—either your own, one you have been in, or one you can imagine. Use at least two semicolons and two colons to increase readability or to clarify the relationship between ideas.

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## EXERCISE D

1. Why did you decide to use semicolons and colons in some sentences and periods in others? Explain.

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2. Choose one sentence containing a semicolon or colon and describe why the use of the semicolon or colon is necessary.

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## Writing Application: Journal Entry

Punctuation marks and road signs have at least two things in common. They both have the function of providing useful information. Both of the two general categories are composed of specific types that each indicate something different. For example, a red octagonal sign tells you to stop, and a yellow triangular sign tells you to yield. A colon usually indicates that a list or an explanation is to follow, and a semicolon usually indicates that another independent clause is to follow. Punctuation marks, including semicolons and colons, can help you separate your ideas and show the relationship between them.

### WRITING ACTIVITY

The essay you submitted in a writing competition placed first. The prize was a six-day trip to the city of your choice. The only hitch was that you had to keep a journal detailing how you spent each day, including times and places, in prose form. You have to deliver the journal to the contest organizers. You will need to use your imagination to compose the completed journal, which will contain six entries. In your journal, include at least two uses of colons and three uses of semicolons.

**PREWRITING** Decide which city will be the destination for your prize trip. Brainstorm specific places and experiences. Be sure to include sensory details to give readers a clear picture of your trip; in addition to descriptions of visual images, incorporate descriptions that address hearing, smelling, tasting, and perhaps touching.

**WRITING** Use the results of your brainstorming to guide your draft. Write so that your readers can easily imagine themselves in the very situations and scenes that you describe. Be sure to use semicolons and colons to increase readability and to clarify the relationship between ideas.

**REVISING** Have a classmate read your draft. Ask him or her how you could revise the journal to make it clearer and more descriptive. Look carefully at the draft yourself with the idea of deleting or revising weak words, clichés, and awkward-sounding or wordy sentences. Check that you have included at least two uses of colons and three uses of semicolons. Continue revising this creative piece until you judge it to be completely polished.

**PUBLISHING** Proofread your journal entries for errors in grammar, usage, spelling, and punctuation. Create a writing anthology that includes examples of your best work. Then, add your journal to the anthology.

### EXTENDING YOUR WRITING

You may wish to use this writing as the basis for another project. You could develop the journal into a factual short story in which you describe real people and events you experienced while on vacation. You could also use the journal as the basis of a fictional short story in which you create quirky, fictitious characters and hilarious situations.

## Chapter 12: Punctuation—Semicolons and Colons, pp. 279–92

### Choices: Exploring Punctuation, p. 279

Choices activities are designed to extend and enrich students' understanding of grammar, usage, and mechanics and to take learners beyond traditional classroom instruction. To use the Choices worksheet, have each student pick an activity that interests him or her. In some cases, you may wish to assign an activity to a particular student or group of students. You may also want to request that students get your approval for the activities they choose. Establish guidelines for what constitutes successful completion of an activity. Then, help students plan how they will share their work with the rest of the class.

Choices activities can be scored with a pass-fail grade or treated as bonus-point projects. Those activities that require students to research or create a certain number of items might be graded in a traditional manner.

### Semicolons A, p. 280

#### EXERCISE

1. David prefers classical music; I prefer blues.
2. Miguel wants to go on vacation this summer; therefore, he is working after school to save money.
3. The rain started late last night; it is expected to stop sometime this afternoon.
4. Gladys brought four apples to the barn; however, her horse ate only three of them.
5. Li voted against the tax increase; she expressed her opinions at the town meeting.
6. The sailboat race began on time; unfortunately, the judges were late.
7. No one in the audience noticed the loud crash; it sounded like part of the movie.
8. The women wanted to play softball; the men decided to sit in the shade.
9. Liang is a moody person; he is often, for example, quiet and withdrawn.
10. The orchestra stopped playing; the dancers sat down.

11. Mrs. McDuff had longed for peace and quiet; she only got it when the neighbors moved.
12. Papa is eager to retire; his last day at work is next Friday.
13. The kids wanted to watch a video; the adults preferred to go outside.
14. Martha was always punctual; the rest of the class usually came in late.
15. Joel is not here today; therefore, we will have to postpone his birthday celebration.
16. Our terrier enjoys hiding things; those things sometimes include our shoes and socks.
17. Pierre did his best on the exam; his reward was the highest grade in the class.
18. The train rounded the curve at high speed; the deer just barely got out of the way in time.
19. General Dupont remembers the day war was declared; he says he was in his parents' kitchen.
20. Sergio Montale, the famous tenor, is singing tonight; all seats have been sold out for weeks.

### Semicolons B, p. 281

#### EXERCISE

1. The tour will include stops in St. Petersburg, Russia; Kiev, Ukraine; Bucharest, Romania; Athens, Greece; and Cairo, Egypt.
2. In a surge of productivity, Jim watered the lawn, took out the trash, and swept the driveway; and his sister, Jenny, washed the car and the dog.
3. Ruth has relatives living in Jerusalem, Israel; London, England; and Rome, Italy.
4. The committee invited speeches from Maya Angelou, a poet; Amy Tan, a novelist; and Neil Simon, a playwright.



5. You may sign up for the seminar on Wednesday, January 29; Friday, February 7; Monday, February 10; or Friday, February 14.
6. The only people who came to the meeting were Jim, a writer; Mike, a car mechanic; Olivia, a dancer; and José, a computer programmer.
7. Last Friday, at the very last minute, we handed in our papers; and according to the schedule, we should get our grades next month.
8. Our class is currently studying *A Tale of Two Cities*, the Dickens novel; *The Fire Next Time*, James Baldwin's masterpiece; and *The Chosen*, Chaim Potok's story about two Brooklyn boys.
9. Wednesday I'll be at home working on my project, if I have the time; but on Thursday, if all goes according to plan, I'll be on my way overseas.
10. The band members plan to raise funds by holding a car wash on Friday, November 16, from 6:00 to 9:00 P.M.; Saturday, November 17, from 10:00 A.M. to 5:30 P.M.; and Sunday, November 18, from 2:00 to 6:00 P.M.
3. Tom, our raucous young neighbor, started playing the drums every night after dinner; soon the noise was so bad we had to complain to his parents.
4. Going to the lake was my idea; therefore, I should make the reservations.
5. We always wash our car on the weekend; judging by its appearance, they wash theirs, too.
6. Give Jane a call if you want a ride to the meeting; I won't be able to make it.
7. Grandfather has lived in Cork, Ireland; Boston, Massachusetts; Providence, Rhode Island; and Kenosha, Wisconsin.
8. Ted, my cousin, and Sally, his friend, are coming over to dinner; so Ernie, my older brother, and I are doing the cooking.
9. Most trees, such as the elm, the sycamore, the oak and the birch, lose their leaves in the winter; there are some, however, such as the pine, that retain their leaves in all seasons.
10. On Monday, March 10, the band is scheduled to arrive; and two days later, if all goes well, they'll be performing at the White House.

### Semicolons C, p. 282

#### EXERCISE

1. The sun is beginning to set; soon the sky will be dark.
2. Performances will take place several times this month with matinees on Saturday, August 12; Sunday, August 13; and Saturday, August 26.

### Colons A, p. 283

#### EXERCISE

1. We will read works by the following poets: Emerson, Poe, Dickinson, and Frost.
2. C
3. Sara arrived at the party late; she had trouble getting her car to start.



4. At the end of her lecture, Mrs. Bell had this to say: “as you have learned, the Romanticism of the nineteenth century was much more than an emphasis on romantic love. It was, in a way, an intellectual movement—a movement that gives us insight into the way authors of the nineteenth century viewed humanity.”
5. My goals are as follows: to go to college, to study medicine, and to become a surgeon.
6. For her birthday, Sofia received these gifts: a sweater, two books, gloves, and roses.
7. The Tsongs donated several items for the raffle: a lamp, two chairs, and some books.
8. Helen stayed home yesterday: she wasn’t feeling well.
9. Patrick Henry offered these words on freedom: “give me liberty or give me death.”
10. Angela ordered three magazines: *Time*, *Essence*, and *The New Yorker*.
8. Dr. Sharif wrote a fascinating little book called *Tesellation: The Art of Illusion*.
9. C
10. Between 3:30 and 5:00 every afternoon, the noise in the street is unbelievable.

### Colons C, p. 285

#### EXERCISE

### Colons B, p. 284

#### EXERCISE

1. Mom frequently quotes from the Bible; her favorite quotation is from Exodus 1:6–15.
2. Every morning at 7:00 A.M., the alarm clock goes off and the dog starts barking.
3. C
4. Mira is reading *Gandhi: A Life*, a biography of the Mahatma.
5. Dear Mr. Adams:  
Please acknowledge receipt of the enclosed shipment.  
Sincerely,  
Jeff Holt
6. Under the couch I found the old copy of *Yodeling: A Beginner’s Primer* that I thought I had lost.
7. Isn’t II Samuel 6:14 the passage in the Bible in which David dances before the Lord?
1. Dear Dr. Heather Williams:
2. My sermon today comes from Psalm 91:4–5.
3. Tonya will do her book report on *Asian American Dreams: The Emergence of an American People*.
4. My father is reading *Galileo’s Daughter: A Historical Memoir of Science, Faith, and Love*.
5. Ricardo, set your alarm for 5:15 A.M.: we have to pick up your grandfather at 7:00 A.M.
6. The following are my favorite fantasy writers: Ursula K. Le Guin, Robert Holdstock, John Crowley, and J.R.R. Tolkien.
7. Jimmy had this to say about the new schedule adopted at last night’s school board meeting: “I’m glad the school board approved the new schedule. I think it will be a benefit to students and teachers alike.”
8. After opening the elaborately wrapped present, Jane became confused: the box that someone had taken great pains to wrap was empty.
9. Over the summer vacation, Lee visited four states: Utah, Colorado, New Mexico, and Arizona.
10. No one expresses despair better than Shakespeare’s doomed king Macbeth: “Tomorrow and tomorrow and tomorrow / Creeps in this petty pace from day to day, / To the last syllable of recorded time.”

## Review A: Semicolons and Colons, p. 286

Colons may be correct in items 5 and 13 if the word following the colon is capitalized.

### EXERCISE A

1. My father drinks black coffee; my mother prefers tea.
2. Dear Mrs. R. Volpe:
3. All applicants for the job must furnish the following items of information: date of birth, grade in school, and names of two personal references.
4. We had all been warned about the test; nonetheless, few of us were prepared for it.
5. We should take Jerry out to lunch; he really came through for us on that project.
6. These three girls have been nominated for vice-president of the class: Siobhan Reilly, Olive Caccione, and Sarah Golder.
7. It had rained all morning; at 1:00 P.M., however, the sun appeared.
8. I thought you had read the book; otherwise, I wouldn't have asked you about it.
9. The candidate finished her speech with a final comment: "If I am elected, I will do everything in my power to fulfill the promises I have made."
10. Richard bought a new CD titled *Julian Bream: The Ultimate Guitar Collection*.

### EXERCISE B

11. John 3:16 is probably the most famous scripture in the Bible.
12. Jane went to the play with Cora, Peter, and David; and Alex, Jane's brother, went with Gary.
13. Felix didn't get to sleep until 2:30 A.M.; he had to finish an important project.

14. Karen has traveled to many places: Barcelona, Spain; London, England; and Sydney, Australia.
15. The new reporters on the staff of the school newspaper are Joaquín Sanders, a sophomore, and Leslie Crim, a junior; and Virgil Bates, a member of the senior class, is the new managing editor.

## Review B: Semicolons and Colons, p. 287

Colons may be correct for items 7 and 11 if the word following the colon is capitalized.

### EXERCISE A

1. Here are my New Year's resolutions: to read more, to exercise more, and to eat fewer snacks.
2. Dear Mrs. Kay:
3. At 5:45 P.M., Jocelyn and Theresa arrived at the auditorium. Jocelyn put up streamers, posters, and banners; and Theresa set up the sound equipment, chairs, and podium.
4. Barry wants to title his autobiography *Barry: Retrospective of a Great Man*.
5. The applicant was very nervous during the interview; nonetheless, she got the job.
6. Before making a hiring decision, the personnel director considered the following qualifications: work experience, educational background, and personality.
7. The book was a conduit for her bad feelings; it gave her a more positive outlook.
8. The three students who are vying for first place in the talent show are Marla Jones, a singer; Jerry Green, a pianist; and Leslie Ricardo, a dancer.
9. I am an excellent swimmer; my brother, on the other hand, prefers skating.

10. Three students received A's on the test: Johnnie B. Baker, Toni Mancuso, and Rory Milano.

#### EXERCISE B

11. Gary deserves to win; his science project is clearly the best in the room.
12. Henry prefers Italian food; Lisa prefers Chinese food.
13. "Whither thou goest, I will go," as it says in Ruth 1:16.
14. The last words of the dying pirate were mysterious: "From the base of the torso tree, take long steps three. From that spot toward the shore, walk apace twenty more. There, if you stand at sunset's wane, you will see the shadow that leads to spoils and gain."
15. I decided to decorate my room with some stuff I found in the attic: a movie poster, which once belonged to my brother; an old New York Yankees pennant, the first pennant I bought with my own money; and a model of the original starship *Enterprise*.

#### Review C: Semicolons and Colons, p. 288

A colon may be substituted in item 2 and for the first semicolon in item 9 if the word following the colon is capitalized.

#### EXERCISE A

- Mr. Jackson's plane arrived twenty minutes late because of the dense fog; consequently, he missed the flight to Denver.
- The Arthurs are not home; they've left for work.
- Amy wanted to visit Tucson, San Diego, and Austin; but Helen wanted to visit Seattle, Las Vegas, and Phoenix.
- The meeting is scheduled for 3:30 this afternoon; please don't be late.

5. The following committees will report: budget, membership, awards, and programs.

#### EXERCISE B

[6] Dear Sir or Madam:

[7] I am preparing a report on SETI, or the Search for Extraterrestrial Intelligence, and I would like to be as well prepared as possible. I have already read *We Are Not Alone: The Continuing Search for Extraterrestrial Intelligence* by Walter Sullivan. [8] My science teacher has recommended that I get your opinion on SETI. She has also suggested that I read books by the following authors: Carl Sagan, Frank Drake, and Jean Heidmann.

[9] I know that not all scientists are optimistic about the chances for extraterrestrial life; the book *Rare Earth: Why Complex Life Is Uncommon in the Universe* makes the case that earth is the only place in the universe where animal life lives. [10] I am eager to learn about your views on SETI. Thank you for your time; I hope to hear from you soon!

Yours sincerely,

Arundhati Chandrasekhar

#### Proofreading for Semicolons and Colons, p. 289

Chelsea's Chocolate Cookie Cheesecake; A Fast and Easy Recipe

Would you like to make a dessert that's light on the calories; as well as the preparation time?

This recipe requires only a few ingredients and about fifteen minutes; however; the result is a delicious and impressive *pièce de résistance*.

You will need the following ingredients: 2 eggs,  $\frac{1}{2}$  cup of sugar, 2 eight-ounce packages of low-fat cream cheese, and 1 teaspoon of vanilla. You will also need; a commercially prepared pie crust made of chocolate cookies; indeed, the crust is what makes the dessert so special.

Prepare the filling as follows; mix the cream cheese, vanilla, and sugar with an electric

mixer; then, mix in the eggs until everything is well blended. Pour the filling into the pie crust; bake it for 40 minutes in an oven preheated to 400 degrees. After baking the cheesecake, put it in the refrigerator for at least 3 hours; the [or hours; the] cheesecake needs plenty of time to cool. Then—*voilà*—the cheesecake is ready to serve!

### Literary Model: Narrative, pp. 290–91

#### EXERCISE A

1. One step brought us into the family sitting-room, without any introductory lobby or passage. They call it here “the house” pre-eminently. It includes kitchen and parlor, generally. But I believe at Wuthering Heights the kitchen is forced to retreat altogether into another quarter. At least I distinguished a chatter of tongues and a clatter of culinary utensils deep within. And I observed no signs of roasting, boiling, or baking about the huge fire-place. Nor any glitter of copper saucepans and tin cullenders on the walls. . . . The floor was of smooth, white stone. The chairs, high-backed, primitive structures, painted green. One or two heavy black ones lurking in the shade. . . .
2. *Responses will vary. A sample response is given.*  
The new passage sounds stilted and does not flow as well as the original. Brontë joins elements that describe the same object; the use of complex sentences makes the paragraph more interesting to read. Splitting the second sentence into five different sentences causes fragments and breaks up the description of the kitchen.

#### EXERCISE B

1. *Responses will vary. A sample response is given.*  
Each sentence is made up of several elements, either all descriptive in nature or both descriptive and complementary in nature. Brontë joins these elements with semicolons and colons. She begins a new sentence each time she starts to describe something else.

2. *Responses will vary. A sample response is given.*

The style that results from the use of repeated semicolons and colons is one of long, complicated sentences that connect related ideas. The style enables the reader to move more smoothly through the text than if the clauses were broken up into short, choppy sentences.

#### EXERCISE C

*Responses will vary. A sample response is given.*

I approached the old farmhouse with memories of my great aunt and uncle growing brighter with each moment; I stepped onto the porch and almost seemed to hear Aunt Zelda calling me in for supper. I’d reluctantly leave playing in the cornfield, trudging slowly to the back of the house to wash up in the outdoor sink: The cool water felt heavenly on my hot arms and face. I opened the door that swung on its hinges as if in pain. That sound used to make me fearful when I heard it late at night: It was too much from another world—a world alien to the dairy farm that became my paradise every summer. I entered the living room; the wallpaper had faded from the lack of people’s voices and laughter.

#### EXERCISE D

1. *Responses will vary. A sample response is given.*

I started a new sentence each time I moved on to describe another part of the house. Within each sentence I included the clauses expressing the narrator’s description of a part of the house, as well as his or her memories connected with it.

2. *Responses will vary. A sample response is given.*

Sentence number two contains both a semicolon and a colon. The semicolon is needed to join the actions of being called in to supper and the narrator’s reluctance; the colon is needed to emphasize and describe the coolness of the water as the narrator washes up for supper.

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**Writing Application: Journal Entry, p. 292**

Writing Applications are designed to provide students immediate composition practice in using key concepts taught in each chapter of the *Language and Sentence Skills Practice* booklet. You may wish to evaluate student responses to these assignments as you do any other writing that students produce. To save grading time, however, you may want to use the following scoring rubric.

**Scoring Rubric**

At least two uses of colons and three uses of semicolons have been included.

1	2	3	4	5
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Vivid sensory details have been included.

1	2	3	4	5
---	---	---	---	---

The journal entries are free of weak words, clichés, awkward-sounding sentences, and wordy sentences.

1	2	3	4	5
---	---	---	---	---

The assignment is relatively free of errors in usage and mechanics.

1	2	3	4	5
---	---	---	---	---

**Total Score** \_\_\_\_\_

5 = highest; 1 = lowest