**Exercise 1:** **Identifying Correct Uses of Capitalization**

For each of the following pairs of items, select the letter of the item that is correctly capitalized.

1. a. the Nile river b. the Nile River

2. a. an Irish setter b. an Irish Setter

3. a. She said, “Tell me, too.” b. She said, “tell me, too.”

4. a. Billy The Kid b. Billy the Kid

5. a. Bering strait b. Bering Strait

6. a. We heard him say he was “Pleased to be here.” b. We heard him say he was “pleased to be here.”

7. a. Fifty-Second Street b. Fifty-second Street

8. a. a German movie b. a german movie

9. a. Charles Adams, Ir. b. Charles Adams, jr.

10. a. Give me, oh, ten or so. b. Give me, Oh, ten or so.

11. a. New Jersey Turnpike b. New Jersey turnpike

12. a. the grand Canyon b. the Grand Canyon

13. a. cedar rapids, Iowa b. Cedar Rapids, Iowa

14. a. Follow me! b. follow me!

15. a. a United States Citizen b. a United States citizen

16. a. The problem is, How do we fund the project? b. The problem is, how do we fund the project?

17. a. Jake and i planted several b. Jake and I planted several

18. a. east of the river b. East of the river

19. a. the Iberian peninsula b. the Iberian Peninsula

20. a. a Shakespearean actor b. a shakespearean actor

21. a. people of the Far East b. people of the far east

22. a. Resolved: That educational funding should be increased.

b. Resolved: that educational funding should be increased.

13. a. a cat named Banjo b. a cat named banjo

**Exercise 2:** **Capitalizing Words and Names Correctly**

1. cook county

2. st. paul, minnesota

3. an african village on the atlantic

4. new Zealand

5. boats on the coral sea

6. four miles south of route 10

7. lake Placid

8. ranching in the south

9. Carson city

10. forty-ninth street

11. a pacific island

12 olympic national park

13. Here’s a clue: the answer is round.

14. a city like new orleans, louisiana

15. the great lakes

16. along the mississippi river

17. a cottage on the isle of man

18. coffee from colombia

19. Angel falls, Venezuela

**Exercise 3: Capitalizing Words Correctly**

Write the following items, using capital letters correctly. If an item is already correct, write C.

1. itawamba junior college

2. a hotel across town

3. central high school

4. the world series

5. medal of freedom

6. a ford ranger

7. winter blizzard

8. the barclay hotel

9. trigonometry

10. physics I

11. labor day

**Exercise 4:** **Correcting a Passage by Adding End Marks**

Many periods and all exclamation points and question marks have been omitted from the following passage. Write each word that should be followed by an end mark, add the appropriate end mark, and as needed, capitalize the first word of the sentence following the end mark. For any quotation requiring an end mark, include the closing quotation marks to show the proper placement of the end mark.

[1] Today she must conduct interviews to hire a new secretary [2] she thought,“How nerve-racking it is when an applicant is unprepared” [3] nonetheless, she was ready for the 9:00 A.M. interview [4] At 9:35 A.M., the receptionist ushered in the late arrival [5] “Oh, dear,” thought Dr. Block as she surveyed the young man’s torn jeans, unironed T-shirt, and shaggy hair [6] to questions about his qualifications, the young man answered only yes or no instead of mentioning specific details, and he did not apologize for his lateness [7] “Well,” Dr. Block puzzled, “this person has much experience and good typing skills, but he certainly doesn’t seem to want the job”

**Exercise 5:** **Correcting Sentences by Adding Commas**

For each of the following sentences, write each word that should be followed by a comma, and place a comma after it. If a sentence is already correct, write C.

1. She is a bright charming woman.

2. Albert Cunningham prepared a tossed green salad ham and cheese sandwiches and iced tea.

3. Armando sang danced and juggled in the talent show.

4. My parents always ask me where I’m going who will be there and when I’ll be home.

5. Should we go to the mall or to the park or to Yoko’s house?

6. Study this ancient complex pattern for any thematic repetitions from right to left.

7. That station airs jazz rock-and-roll rhythm and blues, and just about everything else.

8. Wouldn’t a light blue-green colour look nice on the wall in the new family room?

9. My little sister said, “I want a book and a puzzle and a doll and a big sand castle and a rocket ship and a puppy and a cell phone for my birthday.”

10. There was confetti on the floor in our hair on every stick of furniture and even under the sofa.

**Exercise 6:** **Correcting Sentences by Adding Commas**

For each of the following sentences, write the word that should be followed by a comma, and place a comma after it. If a sentence is already correct, write C.

1. Are you busy Friday night or would you like to go to the movies?

2. I’m eating dinner now but will call you back as soon as I finish.

3. Don’t forget to take your history book home this weekend for the test is Monday.

4. The recipes in Spirit of the Harvest: North American Indian Cooking are adapted for modern cooks yet the ingredients listed are all traditional.

5. Quilting is a practical folk art and it is also a relaxing and enjoyable pastime.

6. We shivered and clutched our jackets close for the wind had picked up, and the sea had grown troubled and crashed against the rocks by the cliff.

7. The Yaqui of Mexico have always maintained their social organization so their traditions have remained largely intact to this day.

8. They did not go to sleep nor did they stop talking till dawn that first night in the college dorm.

9. Back in 1865, Maria Mitchell had the distinction of being a professor of astronomy and of becoming the first U.S. woman in the American Academy of Arts and Sciences.

10. A tiger slept in the shade under dense green leaves yet her cubs were busy investigating several large beetles.

**Exercise 7:** **Correcting Sentences by Adding Semicolons**

1. Performers in the show were Tony Fleming, trumpet and trombone Donna Lee Bryant, clarinet and saxophone and Phyllis Ward, drums and steel guitar.

2. The first Alaskans most likely travelled to North America from Asia around twenty thousand years ago they may have been following caribou herds.

3. The new republic at once began increasing production and distribution of goods furthermore, it also appealed to other nations for financial assistance.

4. I bought my father several gifts, including a book, a shirt, and a battery charger, but, to my dismay, I couldn’t find a present for my sister.

5. Our dates of birth are as follows: September 27, 1969, September 2, 1957, October 27, 1967, and March 27, 1960.

6. Some scientists believe that once, long ago, all the earth’s land was joined into one continent that continent is known as Pangaea.

7. Savannas, which are valuable grasslands, may be found in tropical or subtropical climates and, I believe, they are known variously as prairies, veldts, pampas, and chaparrals.

**Exercise 8:** **Using Colons Correctly**

Rewrite the following items, adding colons where they are needed.

1. For a more thorough discussion of the woman who was pharaoh of Egypt, read Hatchepsut The Female Pharaoh.

2. Two of my favorite stories from the Bible are the story of the battle between David and Goliath in I Samuel 17 4–58 and the story of the good Samaritan in Luke 10 25–37.

3. Groups of art students, all going to see Egyptian, Assyrian, and Greek exhibits, boarded the buses at 8 30 A.M. and arrived at the museum at 10 00 A.M.

4. She revised her report three times She looked first at the content, then considered organization, and then read the report for style.

5. Our local paper is divided into the following five sections news, features, business, sports, and classified advertising.

6. Not surprisingly, my mom, who was a big fan of Star Trek during the ’60s, regularly watched Star Trek The Next Generation in the ’90s.

7. The chairperson rose and read the mission statement “We dedicate ourselves to the education of young people and commit ourselves to providing them with every opportunity to prepare for tomorrow’s world.”

8. So far, I’ve lived in three places Phoenix, Arizona; Williamsburg, Pennsylvania; and Sarasota, Florida.

9. Your reading assignment is as follows pages 217–232, pages 275–302, and pages 335–410.

10. Dear Sir or Madam

**Exercise 9:** **Correcting Sentences by Adding Quotation Marks, Other Punctuation Marks, and**

**Capitalization**

Revise the following sentences, correctly using quotation marks, other marks of punctuation, and capitalization.

1. How many of you Mrs. Martínez asked have studied a foreign language for more than two years.

2. Nice try, Donna was what the coach said.

3. We should have started our homework earlier said Beth we have answered only three questions so far.

4. Where have you been she asked.

5. It is said that someone once asked Bernard Shaw how old he was, and he answered I’m as old as my tongue and a few years older than my teeth.

6. Can you please tell me asked Mrs. Ross how many syllables are in a haiku?

7. Was it Elizabeth Barrett Browning asked Lani who wrote the poem Cry of the Children?

8. My baby brother calls elephants elephanuts.

9. Would you let us hand in our research papers next week, Ms. Lewis we asked none of the books we need are in the library.

10. Alice whispered thank you for lending me the article Is There Life on Other Planets

**Exercise 10: Correcting Sentences by Adding Dashes, Parentheses, and Brackets**

Rewrite each of the following sentences, adding or replacing dashes, parentheses, and brackets as needed.

1. Dr. Percy Lavon Julian, who was born in Montgomery, Alabama, is noted for developing helpful drugs from this surprised me, too soybeans.

2. My cousin Matthew my father’s brother’s son plans to open an aerobics and yoga center on the north side of town.

3. Some offspring of famous performers Michael Douglas, Liza Minnelli, Jeff and Beau Bridges, and Jane Fonda, for example have established distinguished careers for themselves.

4. Christine was quoted as saying in her valedictory speech: “We seniors are not at an ending but a beginning, and it graduation marks an exciting time of change in our lives.”

5. For the new course on government and society, students are required to analyze the nonfiction writings of Ayn Rand 1905–1982 and to read her novel Anthem.

6. The parenthetical annotation said, “(please direct your attention to Figure C (page 764)).”

7. Babysitters in my neighborhood all quake at the very mention of one name Tanyisha.