



POWER BASICS[®]

Basic English

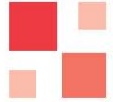
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UNIT 4

Mechanics



LESSON 15: Punctuation

GOAL: To learn to punctuate sentences correctly

WORDS TO KNOW

apostrophe

period

question mark

colon

punctuate

quotation marks

comma

punctuation

semicolon

exclamation point

punctuation marks

End Punctuation

When you **punctuate** a sentence, you add the correct punctuation marks. **Punctuation marks** are special marks that help make the meaning of written work clear.

End punctuation is the **punctuation** that appears at the end of a sentence. There are three end punctuation marks. Each gives information about the type of sentence it ends.

Use a **period** at the end of a declarative sentence (a statement).

He said that.

I could not believe it.

My brother agrees with him.

Use a period at the end of an imperative sentence (a command) if the command is a mild request.

Please shut the door.

Carry this bag for me.

Use a **question mark** at the end of an interrogative sentence (a question).

He said that?

What did he mean?

Use an **exclamation point** at the end of an exclamatory sentence.

He said that!

I could not believe it!

Use an exclamation point at the end of an imperative sentence when the command shows strong feeling.

Shut the door now!

Don't get any closer to that bear!

■ PRACTICE 86: End Punctuation

Write the correct punctuation mark at the end of each sentence. (There may be more than one correct punctuation mark for some sentences.)

1. The boy went to bed early
2. It had been a long day
3. What happened
4. The boy saved a friend from a burning building
5. How did he do it
6. He called 9-1-1

7. Hooray
8. The boy is a hero
9. Will he get a medal
10. Yes, from the fire department

IN REAL LIFE



Punctuation marks can make a big difference in meaning. Imagine that a sales group received this memo from their boss:

Your group's sales figures last month did not meet our expectations.

The group might review figures, discuss ways to bring in more sales, and so on.

But what if they got this memo:

Your group's sales figures last month did not meet our expectations!

This memo communicates strong feeling. The salespeople might fear for their jobs. They would probably work on ways to increase sales fast!

Commas

Use a **comma** to separate three or more words or phrases in a row.

I speak English, Spanish, and Hebrew.

The dog ran into the house, up the stairs, and under the bed.

Use a comma to separate two independent clauses joined with a conjunction.

I love chocolate, but I am allergic to it.

We were hungry, so we made a sandwich.

I am going to eat, and then I am going to work.

Use a comma to separate an introductory phrase from the rest of the sentence.

On our way to school, we saw a car accident.

Finally, the bus ride ended.

Although she was ill, she still had a good time.

Use a comma before a quotation.

He said, "Hurry up!"

She asked, "What time is it?"

Use a comma after a quotation, if the quotation is a declarative sentence and the quotation does not end the sentence.

"I'll be there in a minute," she called.

Please come over here," he said

■ PRACTICE 87: Commas

The following sentences need commas. Rewrite each sentence with commas in the correct place.

1. My favorite months are June July and August.

2. He wrote a paper and his mother read it.
