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ABSTRACT

This manual is designed for the use of ESL students in the language laboratory. The manual consists of 30 lessons, each between 5 and 10 minutes in length. Every fifth lesson, beginning with lesson 10, is a review lesson. The emphasis is on punctuation. For a 15-week course, the materials are designed to be used twice a week during the regular language laboratory session. The instructor should be prepared to devote 10 to 15 minutes to each lesson, including correction time. The students should be able to correct their own errors and chart their own progress, and therefore minimal teacher supervision is required. (Author/AM)

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CONVENTIONS IN THE MECHANICS OF WRITING:

A LANGUAGE LABORATORY MANUAL FOR FOREIGN STUDENTS

BY

BARBARA L. JARAMILLO

BARBARA L. JARAMILLO
1973

ENGLISH LANGUAGE INSTITUTE
UNIVERSITY OF PITTSBURGH

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For Ramón and Elisa

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INTRODUCTION

This set of materials is designed for the foreign student of English in the language laboratory. It consists of thirty lessons, each being of between five and 10 minutes in length. These materials are to be used as a supplement to the writing section for the intensive students in the English Language Institute at the University of Pittsburgh. The student:

- 1st: Listens carefully to a lesson concerning a particular convention in the mechanics of writing. The student will be able to read along in his manual as he listens to the explanation. (Between 3-5 minutes in length)

- 2nd: An exercise concerning the particular point in the lesson, as well as a number of previous points, is provided. This exercise usually consists of a dictation or sentences to punctuate. Every fifth lesson is a review lesson, beginning with Lesson 10.

- 3rd: When the student has completed an exercise, he is then instructed to turn to the Answer Key which is located at the back of the manual. All points to be emphasized are underlined to facilitate student correction. After the student has corrected his own work, he is then instructed to place his NUMBER RIGHT in the space provided, and then to compile his PERCENTAGE. The percentage, in turn, is to be marked on the PROGRESS CHART which is located at the front of the Answer Key. The progress chart is provided as an additional motivational factor for the student. Some assistance from the lab instructor will be necessary, especially for the beginning lessons.

For a 15-week course, the materials are designed to be used twice a week during the regular language laboratory session. The instructor should

be prepared to devote from 10 - 15 minutes per lesson, including correction time. The students should be able to correct their own errors and chart their own progress with facility. Minimal teacher supervision is required.

Additional Directions for corrections are included following Lesson 10 and Lesson 20.

ACKNOWLEDGEMENTS

Throughout this project, the staff of the language laboratory has been exceptionally helpful and encouraging. They have patiently taped all of the following 30 lessons, and were kind enough to lend their voices from time to time. Along with Walter Davison, Director; and Sharon Hawryluk, Assistant Director; I would like to thank Dorothea Gottlieb, Thomas Huebner, John Nescoda, Charles Mitchell, Martin Burns, Lois Wilson, William Hendricks, and Daniel Doorn, who have all contributed to this project.

Christina Bratt Paulston, Director, English Language Institute; and Mary Newton Bruder, Assistant Director; have offered numerous ideas and suggestions for improvement. Judith Kettering was instrumental in improving the final revision. Karen Billingsley typed the final copy beautifully.

LESSON ONE

PUNCTUATION RULES:

1. Put a CAPITAL LETTER at the beginning of every sentence.

examples: The weather is hot.

The boy is a student.

The professor is tall.

2. Put a period (.) at the end of every sentence.

examples: I am a student.

He is a professor.

The boys are here.

3. Put a question mark (?) at the end of every question.

examples: Is she a student?

Where is she from?

Where are you from?

4. Put an exclamation point (!) at the end of every exclamation.

examples: Help!

Come here!

Be quiet!

TURN TO THE NEXT PAGE NOW.

EXERCISE 1

DIRECTIONS: Punctuate the following sentences. Put a CAPITAL LETTER at the beginning of each sentence. Put a period (.), question mark (?), or exclamation point (!) at the end of every sentence. You will receive 1 POINT FOR EVERY CORRECT PUNCTUATION MARK. I will read each sentence 2 times.

EXAMPLES:

POINTS

- | | | |
|----|-------------------------------------|----------|
| 1. | W here are the students? | <u>2</u> |
| 2. | T hey are here. | <u>2</u> |
| 3. | H elp! | <u>2</u> |

BEGIN NOW.

- | | | |
|--------------|----------------------|----------------|
| 4. | who is the professor | ----- |
| 5. | he is my brother | ----- |
| 6. | terrific | ----- |
| 7. | where is he from | ----- |
| 8. | he is from New York | ----- |
| 9. | where is his room | ----- |
| 10. | it is here | -----
----- |
| TOTAL POINTS | | ----- |

When you have completed this exercise, turn to the ANSWER KEY in the back of the manual, and correct your own work. Record your score below.

POSSIBLE NUMBER RIGHT 20

NUMBER RIGHT _____

PERCENTAGE _____

(THE PERCENTAGE CAN BE FOUND BY DIVIDING THE NUMBER RIGHT BY THE POSSIBLE NUMBER RIGHT.)

EXAMPLE: If your NUMBER RIGHT is 18 :

$$20 \overline{) 18.00} \begin{array}{r} .90 \\ 18.00 \end{array} \quad 90\%$$

RECORD the percentage on the PROGRESS CHART which is located at the front of your Answer Key.

LESSON 2

PUNCTUATION RULES:

1. Put a period (.) after abbreviations.

examples: September: Sept_

Avenue: Ave_

Pittsburgh: Pgh_

Pennsylvania: Pa_

2. Put a comma (,):

- a. Between the day and year in dates:

example: May 25, 1934

- b. Between a city and state:

example: Boston, Massachusetts

- c. In numerals to separate thousands:

examples: 10,000

4,500,000

3. Put a comma (,) after introductory words. (Yes, No,)

example: Yes, he is my brother.

4. Put a comma (,) between items in a series.

example: I like baseball, soccer, and football.

TURN TO THE NEXT PAGE NOW.

EXERCISE 2

DIRECTIONS: Punctuate the following sentences. You will receive 1 point for each correct PUNCTUATION MARK. I will read each sentence 2 times.

EXAMPLES:

POINTS

- | | | |
|----|---|----------|
| 1. | M
Mary lives in Pgh. Pa. | <u>4</u> |
| 2. | D
Do you know where Second Ave. is? | <u>3</u> |
| 3. | N
No, I don't. | <u>3</u> |

BEGIN NOW.

- | | | |
|--------------|------------------------------------|-------|
| 4. | there are 14 500 students here | _____ |
| 5. | she arrived on May 13 1971 | _____ |
| 6. | are the students happy | _____ |
| 7. | no they aren't | _____ |
| 8. | they are hungry tired and homesick | _____ |
| TOTAL POINTS | | _____ |

When you have completed this exercise, turn to the ANSWER KEY in the back of the manual, and correct your work. Record your score below.

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT _____

PERCENTAGE _____

EXAMPLE: If your NUMBER RIGHT is 20:

$$25 \overline{) 20.00} \begin{array}{r} .80 \\ \underline{20.00} \end{array} \quad 80\%$$

RECORD the percentage on the PROGRESS CHART which is located at the front of your Answer Key.

LESSON 3

CAPITALIZATION

Use a CAPITAL LETTER for:

1. Names of people, nationalities, and races:

examples: Mary, John
Chinese, Japanese
Oriental, Negro

2. A title before a person's name:

examples: Queen Mary Smith
President John Wilson
General Richard Long

3. Names of languages:

examples: Spanish
Arabic
English

TURN TO THE NEXT PAGE NOW.

EXERCISE 3

DIRECTIONS: Punctuate the following sentences. You will receive 1 point for each correct PUNCTUATION MARK. I will read each sentence 2 times.

EXAMPLES:	POINTS
1. ^Y es, the ^C hinese student speaks ^E nglish well.	<u>5</u>
2. ^D oes ^J ohn ^W ilson know how to speak ^S panish?	<u>5</u>
3. ^T here are 15,000 ^A rabic student at the university today.	<u>4</u>

BEGIN NOW.

- | | |
|--|----------------|
| 4. richard long has a house in Pittsburgh Pennsylvania | _____ |
| 5. mary will see doctor smith tomorrow | _____ |
| 6. the german students arrived on April 3 1970 | _____ |
| 7. everyone attended the party except mary smith | _____
_____ |
| TOTAL POINTS | _____ |

When you have completed this exercise, turn to the ANSWER KEY in the back of the manual, and correct your work. Record your score below.

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____

PERCENTAGE _____

EXAMPLE: If your NUMBER RIGHT is 25:
$$\begin{array}{r} \underline{\quad\quad\quad.83} \\ 30 \) \ 25.00 \end{array}$$
 83%

RECORD the percentage on the PROGRESS CHART which is located at the front of your Answer Key.

LESSON 4

THE PERIOD ()

1. As a decimal point () :

example: $3 \frac{4}{10} = 3.\underline{4}$

OR Three and four tenths equals three point four.

$5 \frac{6}{100} = 5.\underline{06}$

OR Five and six hundredths equals five point 0 six.

2. In dollars and cents:

\$

This is a dollar sign. A dollar sign always has two vertical lines with an S. It can be on the line (\$) or above the line (\$).

.

This is a decimal point. The decimal point is always on the line (.).

example: \$ 5.39 (Five dollars and thirty-nine cents)

\$ 100 OR \$ 100.00 (One hundred dollars)

\$ 1,000 OR \$ 1,000.00 (One thousand dollars)

\$ 1,500.15 (One thousand, five hundred dollars and fifteen cents)

\$.15 OR 15¢ (Fifteen cents)

TURN TO THE NEXT PAGE NOW.

EXERCISE 4

Write the following with numbers. Do not write out the words. Use dollar signs (\$) and decimal points (.

	POINTS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
12. _____	_____
	=====
	TOTAL _____

POSSIBLE NUMBER RIGHT 20

NUMBER RIGHT

PERCENTAGE

RECORD your percentage on the PROGRESS CHART.

LESSON 5

WRITING A CHECK

Here is a sample check:

MELLON BANK

June 10, 19 71 No. 23

Pay to the order of Sears Company \$ 20.50

Twenty dollars and $\frac{50}{100}$ ----- DOLLARS

Thomas Johnson

PROCEDURE:

1. Write the date on the first line.
example: June 10, 1971 (See above)
2. Write the number (No.) of the check. (Begin with No. 1)
example: No. 23 (See above)
3. Write the name of the person or persons who will receive the money.
example: Sears Company
4. Write the amount of the check with a decimal point.
example: 20.50
5. Write out the amount of the check using $\frac{"x"}{100}$ for cents. Follow this amount with a line ----- so that nothing can be added to the check. Always begin the amount to the far left so that nothing can be added to it.
example: Twenty dollars and $\frac{50}{100}$ ----- DOLLARS
6. Sign your name.

TURN TO THE NEXT PAGE NOW.

EXERCISE 5

SITUATION:

You are in Price's Record Shop and you want to buy an album for \$ 5.98.
The date is September (Sept.) 4, 1971. Check number 8.

Fill in the following form.

POINTS

MELLON BANK		
	_____ 19__ No. _____	_____
Pay to the order of _____	\$ _____	_____
	_____ DOLLARS	_____
	_____	_____
	TOTAL	_____

POSSIBLE NUMBER RIGHT 10

NUMBER RIGHT _____

PERCENTAGE _____

Record your percentage on the PROGRESS CHART.

LESSON 6

CAPITALIZATION

Use a CAPITAL LETTER for:

1. Specific geographical locations

examples: London (names of cities)
England (names of countries)

Second Avenue (names of avenues)
Wood Street (names of streets)

the Ohio River
the Alps
Lake Erie
the Atlantic Ocean } (Names of specific rivers, lakes,
mountains, and bodies of water)

2. Points on a compass when they refer to a section of a country.

examples: the North
the South
the East
the West

TURN TO THE NEXT PAGE NOW.

EXERCISE 6

Punctuate the following sentences. I will read each sentence two times.
Do NOT write the sentence again. Only punctuate it.

EXAMPLE:

POINTS

1. ^A ~~F~~ about 12,300 men, women, and children went to
France last year.

6

BEGIN NOW.

2. miami florida is in the south _____
3. we swam in the atlantic ocean on july 4 1968 _____
4. does he live on forbes avenue _____
5. california is in the west _____
6. princess grace of monaco is from the united
states _____

TOTAL

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____

PERCENTAGE _____

Record your score on the PROGRESS CHART.

LESSON 7

CAPITALIZATION

Use a CAPITAL LETTER for:

1. Days of the week and their abbreviations:

<u>S</u> unday	<u>S</u> un.
<u>M</u> onday	<u>M</u> on.
<u>T</u> uesday	<u>T</u> ues.
<u>W</u> ednesday	<u>W</u> ed.
<u>T</u> hursday	<u>T</u> hurs.
<u>F</u> riday	<u>F</u> ri.
<u>S</u> aturday	<u>S</u> at.

2. Months of the year and their abbreviations:

<u>J</u> anuary	<u>J</u> an..
<u>F</u> ebruary	<u>F</u> eb.
<u>M</u> arch	<u>M</u> ar.
<u>A</u> pril	<u>A</u> pr.
<u>M</u> ay	---
<u>J</u> une	---
<u>J</u> uly	---
<u>A</u> ugust	<u>A</u> ug.
<u>S</u> eptember	<u>S</u> ept.
<u>O</u> ctober	<u>O</u> ct.
<u>N</u> ovember	<u>N</u> ov.
<u>D</u> ecember	<u>D</u> ec.

3. Holidays:

New Year's Day
Easter
Mother's Day
Halloween
Thanksgiving Day
Christmas

TURN TO THE NEXT PAGE NOW.

EXERCISE 7

Punctuate the following sentences. I will read each sentence two times.
Do not write the sentence again. Only punctuate it.

	POINTS
1. he went to england on aug 5 1939	-----
2. no mary doesn't speak german	-----
3. look	-----
4. henry paid 45 00 for his suit	-----
5. the americans eat a lot of food on thanksgiving day	-----
6. the population of pittsburgh pa is about 2 500 000	----- -----
TOTAL	-----

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT -----

PERCENTAGE -----

Record you percentage on the PROGRESS CHART.

LESSON 8

THE BUSINESS LETTER

1. The Salutation (opening expression)

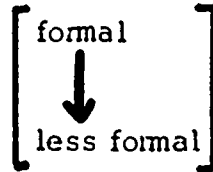
A colon (:) is used for opening expressions in business letters.

examples: Dear Sir:
Dear Gentlemen:
Dear Miss Jones: (unmarried woman)
Dear Mrs. Smith: (married woman)
Dear Ms. Wood: (either an unmarried woman OR a married woman)

2. The Complimentary Closing (closing expression)

A comma (,) follows the closing expression. All closing expressions begin with a CAPITAL LETTER.

examples: Respectfully,
Yours truly,
Sincerely yours,
Sincerely,



A SAMPLE BUSINESS LETTER

3542 Smith Avenue
Buffalo, New York 14240
June 26, 1962

Codo Company
362 Market Street
Albany, New York 12201

Dear Gentlemen:

On March 30, 1962, I ordered two shirts (Style No. 36, blue). My personal check for \$7.90 was enclosed in the order. I have not received the shirts. Did my order reach you?

Yours truly,
Paul Hamil

Paul Hamil

EXERCISE 8

Punctuate the following letter. I will read it two times.

POINTS

463 james avenue

chicago illinois 60646

august 3 1975

english language institute

university of pittsburgh

1620 forbes avenue

pittsburgh pa. 15260

Dear sir

would you please send me information and an application form for your english courses i have just arrived from libya and I would like to study english from september to december of this year

sincerely yours

Mohamed Szary

Mohamed Szary

TOTAL

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT -----

PERCENTAGE -----

Record your percentage on the PROGRESS CHART.

LESSON 9

THE PERSONAL LETTER

1. The Salutation (opening expression)

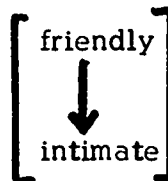
A comma (,) is used for opening expressions in personal letters.

examples: Dear Mr. Bower,
Dear Miss Williams,
Dear Bill,
Dear Mary,

2. The Complimentary Closing (closing expression)

A comma (,) follows the closing expression. All closings begin with a CAPITAL LETTER.

examples: Sincerely,
Cordially,
Affectionately,
Love,



A SAMPLE PERSONAL LETTER

525 Page Street
San Francisco, California 94104
April 4, 1979

Dear Anne,

We're having a small dinner party on Friday, April 14, to celebrate Governor Lindsay's 65th birthday. Please come around 7:30. We look forward to seeing you again.

Affectionately,

Ruth

EXERCISE 9

Punctuate the following letter. I will read it two times.

POINTS

april 8 1979

Dear ruth

i am so sorry that I will not be able to attend governor lindsay's
birthday party unfortunately, I must attend a conference in chicago
from april 12th through 16th please tell governor lindsay that I will
see him when I return

thank you for your kind invitation

affectionately

Anne

TOTAL

POSSIBLE NUMBER RIGHT 20

NUMBER RIGHT -----

PERCENTAGE -----

Record your percentage on the PROGRESS CHART. -----

LESSON 10

REVIEW 1

Punctuate the following letter. I will read it two times.

First: slowly

Second: at a normal speed

Do not write the letter again, only punctuate it.

POINTS

august 29 1971

Dear mary

paul and I have just returned from a wonderful vacation in
france and germany we left on june 7th and returned last sunday
did you know that we were going to europe

i must tell you that the best way to go is by ship we
sailed across the atlantic ocean in only three days, and we had
such a good time an important chinese official sat at our table
the first night, and we enjoyed playing cards with him afterwards
we also met a spanish diplomat a german officer and an italian
playboy wow there were 8 500 passengers in all

however, the trip was more expensive than we had planned
we had saved 2 500 and we spent more than that

when do you plan to visit us we have a lot of pictures
to show you

please write soon

love

Walt

TOTAL

POSSIBLE NUMBER RIGHT 50

NUMBER RIGHT _____

PERCENTAGE _____

ADDITIONAL DIRECTIONS FOR LESSONS 11-30.

In the remaining exercises, you must be careful about what you punctuate.

If you punctuate something unnecessarily, points will be subtracted.

<u>EXAMPLE:</u>	POSSIBLE NUMBER RIGHT	<u>35</u>
	NUMBER RIGHT	<u>30</u>
	-UNNECESSARY MARKS	<u>-2</u>
	TOTAL	<u>28</u>
	PERCENTAGE	<u>80%</u>

$$\begin{array}{r} \underline{\quad .80} \quad \quad \quad = \quad 80\% \\ 35 \overline{) 28.00} \end{array}$$

LESSON 11

THE APOSTROPHE (')

Use an apostrophe:

1. In contractions to take the place of one or more letters.

examples:	do not	don't
	can not	can't
	it is	it's
	he is	he's
	does not	doesn't

and so forth.

NOTE : Contractions are not usually used in formal writing.

2. Use an apostrophe to form the plurals of letters and numbers.

examples: There are four i's in the word Mississippi.

There are two 7's in his address, which is 707 Tenth Avenue.

TURN TO THE NEXT PAGE NOW.

EXERCISE 11

I will read each of the following sentences three times.

1st: At a normal speed

2nd: Slowly

3rd: At a normal speed

Write the following sentences. Be sure that your sentences are correctly punctuated. Write all numbers as numerals.

	POINTS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	_____

POSSIBLE NUMBER RIGHT 35

NUMBER RIGHT	_____
-UNNECESSARY MARKS	_____
TOTAL	_____
PERCENTAGE	_____

LESSON 12

THE APOSTROPHE (') continued:

Use an apostrophe:

1. To show possession:

A. For singular nouns, the apostrophe is placed before the "s". ('s)

examples: one girl's coat (The coat belongs to one girl.)
 one boy's hat (The hat belongs to one boy.)

B. For plural nouns which are regular in form, the apostrophe is placed after the "s". (s')

examples: two girls' coats (Each girl has one coat.)
 two boys' hats (Each boy has one hat.)

TURN TO THE NEXT PAGE NOW.

EXERCISE 12

I will read each of the following sentences three times.

1st: At a normal speed

2nd: Slowly

3rd: At a normal speed

Be sure that your sentences are correctly punctuated.

	POINTS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
TOTAL	_____

POSSIBLE NUMBER RIGHT 34

NUMBER RIGHT	_____
-UNNECESSARY MARKS	_____
TOTAL	_____
PERCENTAGE	_____

LESSON 13

QUOTATION MARKS: (" ")

1. Double quotation marks (" ") enclose the exact words of a speaker.

example: She said, "The party will be tonight."

- a. A comma (,) separates the quotation from the rest of the sentence.

example: She said,

- b. Punctuation marks at the end of a quotation are placed inside the quotation marks.

example: "The party will be tonight."

- c. The first word of a quotation always begins with a CAPITAL LETTER.

example: She said, "The party will be tonight."

TURN TO THE NEXT PAGE NOW.

EXERCISE 13

Punctuate the following sentences. I will read each sentence 2 times. Do not write the sentence again. Only punctuate it.

	POINTS
1. john smith s birthday will be on friday	_____
2. his daughters said let s have a party	_____
3. a special store in new york city will send john smith new clothes tomorrow	_____
4. he has already received 15 000 gifts and telegrams	_____
5. when he opens his gifts, he always says this is exactly what I need	_____
6. everyone will soon sing "Happy Birthday" to him	=====
TOTAL	_____
POSSIBLE NUMBER RIGHT <u>30</u>	
NUMBER RIGHT	_____
-UNNECESSARY MARKS	_____
TOTAL	_____
PERCENTAGE	_____

LESSON 14

DOUBLE QUOTATION MARKS (" ") continued:

Double quotation marks are also used for:

1. Titles of articles, stories, songs, and short poems.

example: " A Yellow Submarine " was written by the Beatles.

2. To emphasize words that are being defined or explained.

example: A "foreigner" is a person who does not live in his native country.

TURN TO THE NEXT PAGE NOW.

EXERCISE 14

Punctuate the following sentences. I will read each sentence two times. Do not write the sentence again. Only punctuate it.

	POINTS
1. my sister loves to hear frank sinatra sing Strangers in the Night	_____
2. she paid 1 98 for that record, and she plays it constantly	_____
3. my father often shouts please turn it down	_____
4. he prefers classical music, such as debussy s Claire de Lune	_____
5. my brother wrote an appropriate poem called Our Happy Household	_____
6. a household means those who live as a family under the same roof	=====
TOTAL	_____
POSSIBLE NUMBER RIGHT <u>30</u>	
NUMBER RIGHT	_____
-UNNECESSARY MARKS	_____
TOTAL	_____
PERCENTAGE	_____

LESSON 15

REVIEW II A DIALOGUE

I will read the following dialogue 2 times. Be sure that your punctuation is correct.

	POINTS
my friend asked me to play with the Symphony	-----
Orchestra on saturday evening	
what instrument do they want me to play I asked	-----
my friend replied the piano, of course	-----
i then confessed i haven t played the piano	-----
for three weeks	
but they re going to play Für Elise by beethoven	-----
isn t that your favorite piece	
in that case, I ll be happy to do it thank you	=====
for asking me I replied	=====
	TOTAL -----
POSSIBLE NUMBER RIGHT <u>40</u>	
	NUMBER RIGHT -----
	-UNNECESSARY MARKS -----
	TOTAL -----
	PERCENTAGE -----

LESSON 16

An Ellipsis (. . .) consists of three spaced periods.

An Ellipsis (. . .) indicates that one or more words have been omitted from a quotation.

example: "All governments depend on the honesty and good will of the people. "

becomes

"All governments depend on . . . the good will of the people. "

Note that "honesty and" from the original quotation has been omitted. These words have been replaced by an ellipsis (. . .).

TURN TO THE NEXT PAGE NOW.

EXERCISE 16

Punctuate the following quotations. If something has been omitted from the quotation, a space for an ellipsis (. . .) has been provided.

I will read each quotation in its ORIGINAL FORM, followed by the author's name. If I read something that is not included in your quotation, place an ellipsis (. . .) there.

Be sure that all punctuation is correct for the following quotations.

Listen carefully, NOT all quotations will need an ellipsis.

		POINTS
1. things that we have to learn to do, we learn them	artistorle	_____
2. knowing how to do a thing is easier than doing it	Anonymous	_____
3. everything tells a different story to all eyes that see and ears that hear	ingersoll	_____
4. comparison makes men happy or wretched	thomas fuller	_____
5. a man travels in search of what he needs and returns home to find it	george moore	_____ _____
	TOTAL	_____
POSSIBLE NUMBER RIGHT <u>30</u>	NUMBER RIGHT -UNNECESSARY MARKS TOTAL	_____ _____ _____
	PERCENTAGE	_____

LESSON 17

BRACKETS []

Brackets [] indicate a correction or added material within a quotation.

a. Example of added material:

The students said, "We have doubts about his [the Dean's]
new ideas."

b. Example of the correction of a quotation:

The stranger replied, "That school is located on Selsa
[Selsah] Avenue."

TURN TO THE NEXT PAGE NOW.

EXERCISE 17

Punctuate the following quotations. Be sure to place brackets [] where a quotation has been corrected or where material has been added to it. I will read each quotation, followed by the author's name, two times.

Be careful that all punctuation is correct. NOT all of the quotations will need brackets.

	POINTS	
1. biography is the only true history	_____	
thomas carlyle	_____	
2. age is a matter of feeling, not of years	_____	
curtis	_____	
3. the first impressions are the most important	_____	
Latin Proverb	_____	
4. men marry because they are tired, women because they are curious both are disappointed	_____	
oscar wilde	_____	
5. marriages many people believe are made in heaven	_____	
midrash	_____	
6. the happiest part of a man's life is what he passes lying awake in the morning	_____	
johnson	=====	
TOTAL	_____	
POSSIBLE NUMBER RIGHT <u>40</u>	NUMBER RIGHT _____	
	-UNNECESSARY MARKS _____	
	TOTAL _____	
	PERCENTAGE _____	

LESSON 18

PARENTHESES ()

Use parentheses:

1. To enclose an explanation which is NOT part of a quotation.

example: English teachers (at least all of the ones I have had) are very particular about correct pronunciation.

2. To enclose numbers: (1), (2), (3) OR
letters: (a), (b), (c) that mark items in a series.

NOTE: Be sure to use a comma (,) with parentheses for items in a series.

example: Before you leave the office, be sure that you (a) put everything in order, (b) turn off the lights, and (c) lock the door.

TURN TO THE NEXT PAGE NOW.

EXERCISE 18

Punctuate the following sentences. I will read each sentence two times.

	POINTS	
1. john my favorite uncle is a policeman	_____	
2. he was looking for an important envelope yesterday	_____	
3. when I found it the envelope he was very happy	_____	
4. it contained some pictures of a bank robbery in new york	_____	
5. i asked my uncle do you think I ll get a reward	_____	
6. he replied I ll ask the chief	_____	
7. i was so excited, that I immediately began to plan a trip to europe	_____	
8. i decided to travel to 1 france 2 germany and 3 england	_____	
TOTAL	_____	
POSSIBLE NUMBER RIGHT <u>40</u>	NUMBER RIGHT _____	
	-UNNECESSARY MARKS _____	
	TOTAL _____	
	PERCENTAGE _____	

LESSON 19

UNDERLINING (_____)

Underlining is used in handwritten or typed material:

1. To indicate the title of a book, movie, play, magazine, or newspaper.

examples: Nathaniel Hawthorne wrote The Scarlet Letter.

Did you see the Broadway play, West Side Story?

We receive Time magazine every week.

He enjoys reading The New York Times.

2. To indicate the name of a particular airplane, ship, or train.

example: They sailed to Europe on The Queen Mary.

3. For emphasis:

example: She told me not to go.

NOTE: ITALICS (slanted printing) is often used in place of underlining in printed material.

EXERCISE 19

Punctuate the following sentences. I will read each sentence two times.

	POINTS	
1. my friend asked me what I thought of the movie Love Story	_____	
2. i told him how much I loved it	_____	
3. i even confessed that I cried as hard when I saw it as I did when I read Anna Karenina by tolstoy	_____	
4. we also discussed Catch-22 by joseph heller	_____	
5. newsweek magazine has a long article about that movie	_____	
6. we then decided to look in the Pittsburgh Press to find out if it was playing	_____	
7. we discovered that it hadn t come to pittsburgh yet	_____ _____	
	TOTAL	_____
POSSIBLE NUMBER RIGHT <u>25</u>	NUMBER RIGHT	_____
	-UNNECESSARY MARKS	_____
	TOTAL	_____
	PERCENTAGE	_____

LESSON 20

REVIEW II

Punctuate the following letter. I will read it two times.

POINTS

212 brown avenue
akron ohio 44316
february 12 1972

joseph horne company
stanwix street
pittsburgh pennsylvania 15222

dear sir

on january 10 1972, I purchased Uncle Tom's Cabin by
harriet beecher stowe in your book department i have just
discovered that pages 158 - 172 are missing

please send another copy of the book as soon as possible
i am enclosing my receipt for 5 72 the incomplete book
will reach you soon

thank you for your consideration

sincerely

Mary Weber

Mary Weber

=====

TOTAL

POSSIBLE NUMBER RIGHT 40

NUMBER RIGHT

-UNNECESSARY MARKS

TOTAL

PERCENTAGE

ADDITIONAL DIRECTIONS FOR LESSONS 20-30.

In the remaining exercises, several possible punctuation marks will sometimes be included in the Answer Key. Try to use the punctuation marks which are introduced in the lessons. However, if you choose to use a different punctuation mark (which is also correct) you will receive the same number of points as given for that answer.

EXAMPLE: (from Exercise 22)

1. he plans to leave pittsburgh on monday morning he will be home by
saturday afternoon

ANSWER KEY

1. He plans to leave Pittsburgh on Monday morning; he will be home by
Saturday afternoon.

OR

2. He plans to leave Pittsburgh on Monday morning. He will be home by
Saturday afternoon.

LESSON 21

THE COLON (:)

Use a colon (:) for :

1. The salutation in business letters (see lesson 8).

example: Dear Sir:

2. To express time in numerals.

examples: five o'clock 5:00
ten minutes after eleven o'clock 11:10
ten minutes before eleven o'clock 10:50
and so on...

3. After a sentence which is followed by items in a series.

example: There are three ways to go there: by car, by bus, or by plane.

4. For the separation of two main clauses if the second main clause explains the first one.

NOTE: A main clause is a complete sentence.

example: The university will raise the tuition for one reason: it is not able to operate the school on the current revenue.

EXERCISE 21

Punctuate the following letter. I will read it two times.

POINTS

21 simple avenue
 chicago illinois 60648
 april 3 1964

allen's travel agency
 490 sixth avenue
 chicago illinois 60648

dear sir

this is a request for information concerning a trip to
 california i would like to visit los angeles from may 15th
 to may 30th please send rates for the trip by three modes
 of transportation by plane by train and by bus

i will be able to leave chicago on may 15th after 10 00
 in the morning i would like to leave california after 12 00
 noon on may 30th

i am planning to go to california for one reason I want
 to enjoy the warm weather please send information about
 hotels which are near the ocean

respectfully

Mary Johnson
 Mary Johnson

POSSIBLE NUMBER RIGHT 50

TOTAL _____
 NUMBER RIGHT _____
 -UNNECESSARY MARKS _____
 TOTAL _____
 PERCENTAGE _____

LESSON 22

THE SEMI-COLON (;)

Use a semi-colon (;)

1. Between sentence patterns (2 main clauses) that are closely connected in idea.

example: He had a good idea; I think we'll use it.

2. To separate word groups that contain commas within them.

example: We elected James Allen, the banker, as president; Robert Jones, superintendent of schools, as vice-president; and Ralph Jamison, the lawyer, as secretary.

TURN TO THE NEXT PAGE NOW.

EXERCISE 22

Punctuate the following sentences.

	POINTS	
1. he plans to leave pittsburgh on monday morning he will be home by saturday afternoon	_____	
2. this trip will take him to chicago illinois denver colorado and phoenix arizona	_____	
3. he s going to be so busy	_____	
4. he is fortunate that two of his assistants will go with him	_____ _____	
	TOTAL	_____
POSSIBLE NUMBER RIGHT <u>25</u>	NUMBER RIGHT	_____
	-UNNECESSARY MARKS	_____
	TOTAL	_____
	PERCENTAGE	_____

LESSON 23

THE HYPHEN (-)

Use the hyphen (-):

1. To divide a word when there is not sufficient space to complete the word at the end of a line.

example: They were not able to attend the reception yester_
day.

NOTE: A word can only be divided between syllables. Consult a dictionary for correct divisions. One syllable words can not be divided.

When a word is divided, there must be a least 3 letters on the second line.

2. To join words which are used as a single expression.

example: a father_in_law
a two_year_old child

3. To connect compound numerals and fractions when they are written as words.

example: twenty_two (22)
one_half (1/2)

4. To separate two numbers referring to pages in a reference.

example: Please read pages 58_62 for tomorrow.

EXERCISE 23

Punctuate the following sentences.

	POINTS
1. my mother in law comes to visit us often	_____
2. she loves to play with our three year old daughter	_____
3. she stayed with our daughter when my husband and I visited san francisco california	_____
4. we celebrated my twenty ninth birthday during that trip	_____
5. we re already planning our next trip we want to go to canada	_____
6. we are reading about canada on pages 46 73 in the travel guide	_____
7. this time our daughter and my husband s mother will travel with us	=====
TOTAL	_____

POSSIBLE NUMBER RIGHT 30

NUMBER RIGHT _____
 -UNNECESSARY MARKS _____
 TOTAL _____

PERCENTAGE _____

LESSON 24

THE DASH (—) or (--)

NOTE: A dash consists of two hyphens without a space between them (—) OR of two hyphens with a space between them (--).

Use a dash (—) or (--):

1. To indicate a sudden change in thought.

example: I'm planning to go to the party with my brother — maybe I should go with you!

2. To emphasize explanatory material.

example: Mary -- my younger sister -- is in the hospital now.

3. To emphasize a word or phrase.

example: Only one word can describe that apartment — terrible!

EXERCISE 24

This is a dictation. I will read each of the following sentences three times.

1st: at a normal speed

2nd: slowly

3rd: at a normal speed

Be sure that your punctuation is accurate.

	POINTS
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____ _____
TOTAL	_____

POSSIBLE NUMBER RIGHT 25

NUMBER RIGHT _____
-UNNECESSARY MARKS _____
TOTAL _____

PERCENTAGE _____

LESSON 25

REVIEW IV: A BUSINESS LETTER

This is a dictation. I will read each line or sentence two times.

1st: at a normal speed

2nd: slowly

When I have completed the entire letter, I will read it a third time. Check your work at this time.

Be sure that your punctuation marks are accurate.

POINTS

242

Department _____

Dear _____

I _____

this is a request for information concerning your gradu
ate program. I _____

LESSON 25 continued

POINTS

Please _____

Thank _____

Fatima Abdulzar

Fatima Abdulzar

TOTAL _____

POSSIBLE NUMBER RIGHT 45

NUMBER RIGHT _____

-UNNECESSARY MARKS _____

TOTAL _____

PERCENTAGE _____

LESSON 26

THE COMMA (,) continued

Use a comma (,):

1. To set off introductory words and phrases.

examples: Therefore, my brother won't be here tomorrow.

As a result, you must take the test again.

However, I will be able to go next week.

2. Use a comma before and a comma after interrupting words or phrases which occur within a sentence.

examples: My father, therefore, will not be able to come.

Some Americans, however, do not know how to be polite.

My husband, after all, is the president of the company.

3. Use a comma before TAG QUESTIONS.

examples: He's coming to the party, isn't he?

These paintings are unusual, aren't they?

EXERCISE 26

Punctuate the following sentences.

	POINTS
1. james charles and michael decided to visit new england last year	-----
2. however they didn t have much money to spend	-----
3. therefore they decided to take camping equipment with them	-----
4. motels are too expensive aren t they	-----
5. they left pittsburgh at 5 00 a.m. to avoid a lot of traffic	-----
6. their happiest moment of course was when they saw the atlantic ocean for the first time	-----
7. it was so beautiful	=====

	TOTAL
POSSIBLE NUMBER RIGHT <u>32</u>	NUMBER RIGHT
	-UNNECESSARY MARKS
	TOTAL
	PERCENTAGE

LESSON 27

THE COMMA (,) continued

Use a comma:

1. Between two sentence patterns that are joined by and, but, or, for, nor, or so.

examples: The dress is lovely, but it's too expensive.

I had a good lunch here, and I'll come back tomorrow.

There was nothing else to do, so we left early.

2. Following an introductory adverb clause or verbal phrase.

examples: If I don't go to New York , I'll come to visit you.
(Adverb Clause)

To learn to swim , you must have courage.
(Verbal Phrase)

TURN TO THE NEXT PAGE NOW.

EXERCISE 27

Punctuate the following sentences.

	POINTS
1. if he doesn't learn how to swim it will be a shame	_____
2. he goes to the swimming pool every day but he doesn't go in the water	_____
3. he's afraid of the water	_____
4. his mother went with him yesterday and talked to the instructor	_____
5. the instructor told her that her son will need time so she must be patient	_____
6. since it's only june maybe he will overcome his fear before the summer is over	_____
7. if he learns how to swim everyone is going to celebrate	_____ _____
	TOTAL _____
POSSIBLE NUMBER RIGHT <u>25</u>	NUMBER RIGHT _____
	-UNNECESSARY MARKS _____
	TOTAL _____
	PERCENTAGE _____

LESSON 28

THE COMMA (,) continued :

1. Modifiers which are not essential to the basic meaning of a sentence, are set off by commas. These modifiers only add details, and help to explain or describe.

examples: Mr. Smith, my neighbor, loves cats.

Miss Black, our English teacher, is absent today.

Jane Adams, her sister, arrived today.

2. A relative clause which is used as a modifier, and is not essential, is set off by commas.

examples: John Samuels, who is the fastest runner, weighs only 150 pounds.

This book, which you are familiar with, will be used for our course next term.

NOTE: The dash (--) could be used in these sentences.
However, the dash (--) generally emphasizes the explanatory material.

Parenthesis () could also be used.

EXERCISE 28

Punctuate the following sentences.

	POINTS	
1. thanksgiving which is always celebrated in november is the most traditional of american holidays	_____	
2. the first thanksgiving was held in massachusetts in 1621	_____	
3. on that day the pilgrims thanked God for their first harvest	_____	
4. the indians who were their friends celebrated with the pilgrims	_____	
5. today the holiday is still a day to give thanks	_____	
6. american families celebrate this holiday with a big feast	_____ _____	
	TOTAL	_____
POSSIBLE NUMBER RIGHT <u>25</u>	NUMBER RIGHT	_____
	-UNNECESSARY MARKS	_____
	TOTAL	_____
	PERCENTAGE	_____

LESSON 29

THE COMMA (,) continued:

Use a comma:

1. To set off degrees and titles.

examples: James Randolph, M. D. (Medical Doctor)

John D. Rockefeller, Sr. (Senior)

Ralph T. Jones, Jr. (Junior)

2. To set off all of the items in a date or an address when written in sentence form.

examples: On July 4, 1776, John Adams signed the Declaration of Independence.

The building at 33 Adams Street, Albany, New York, has been sold.

EXERCISE 29

Punctuate the following sentences. I will read each sentence two times.

	POINTS	
1. on february 12 1809 abraham lincoln was born in kentucky	_____	
2. when he was a young man his family moved to illinois	_____	
3. he became a famous lawyer	_____	
4. later lincoln was elected president of the united states	_____	
5. on january 1 1863 lincoln signed a document to free the slaves	_____	
6. unfortunately lincoln was assassinated in 1865	_____	
7. he died on april 14 1865	_____ _____	
	TOTAL	_____
POSSIBLE NUMBER RIGHT <u>35</u>	NUMBER RIGHT	_____
	-UNNECESSARY MARKS	_____
	TOTAL	_____
	PERCENTAGE	_____

LESSON 30

FINAL REVIEW

I will read the following passage three times.

1st: at a normal rate

2nd: slowly

3rd: at a normal rate

Be sure that your punctuation is accurate.

EXERCISE 30

POINTS

on the night of july 22 1933 charles f urschel an oil
millionaire and walter r jarrett jr were playing bridge with
their wives they were sitting on the urschel s back porch in
oklahoma city oklahoma

suddenly two bandits with a machine gun and a pistol
entered who s urschel one man asked when neither man
answered the gunmen took both of them they warned the
women not to call for help as soon as the men left mrs
urschel phoned the fbi

TOTAL

POSSIBLE NUMBER RIGHT 50

NUMBER RIGHT

-UNNECESSARY MARKS

TOTAL

PERCENTAGE

ANSWER KEY

PROGRESS CHART

DATE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
LESSON																														
100%																														
90%																														
80%																														
70%																														
60%																														
50%																														
40%																														
30%																														
20%																														
10%																														
0																														

EXERCISE 1

Be sure that you have correct punctuation marks above each line. Each line () is one point.

- | | | |
|-------|--------------------------------|-------------------------|
| 1. | <u>Where</u> are the students? | <u>2</u> points |
| 2. | <u>They</u> are here. | <u>2</u> points |
| 3. | <u>Help!</u> | <u>2</u> points |
| ----- | | |
| 4. | <u>Who</u> is the professor? | <u>2</u> points |
| 5. | <u>He</u> is my brother. | <u>2</u> points |
| 6. | <u>Terrific!</u> | <u>2</u> points |
| 7. | <u>Where</u> is he from? | <u>2</u> points |
| 8. | <u>He</u> is from New York. | <u>2</u> points |
| 9. | <u>Where</u> is his room? | <u>2</u> points |
| 10. | <u>It</u> is here. | <u>2</u> points |
| | | ----- |
| | TOTAL | <u><u>20</u></u> points |

EXERCISE 2

Be sure that you have correct punctuation marks above each line. Each line (___) is one point.

1. Mary lives in Pgh. , Pa. 4 points

2. Do you know where Second Ave. is ? 3 points

3. No, I don't. 3 points

4. There are 14,500 students here. 3 points

5. She arrived on May 13, 1971. 3 points

6. Are the students happy ? 2 points

7. No, they aren't. 3 points

8. They are hungry, tired, and homesick. 4 points

TOTAL 25 points

EXERCISE 3

- | | | |
|-------|--|-------------------------|
| 1. | <u>Yes</u> , the <u>C</u> hinese student speaks <u>E</u> nglish well. | <u>5</u> points |
| 2. | <u>Does</u> <u>J</u> ohn <u>W</u> ilson know how to speak <u>S</u> panish? | <u>5</u> points |
| 3. | <u>There</u> are <u>15,000</u> <u>A</u> rabic students at the university today. | <u>4</u> points |
| ----- | | |
| 4. | <u>Richard</u> <u>L</u> ong has a house in <u>P</u> ittsburgh, <u>P</u> ennsylvania. | <u>4</u> points |
| 5. | <u>Mary</u> will see <u>D</u> octor <u>S</u> mith tomorrow. | <u>4</u> points |
| 6. | <u>The</u> <u>G</u> erman students arrived on <u>A</u> pril <u>3</u> , <u>1970</u> . | <u>4</u> points |
| 7. | <u>Everyone</u> attended the party except <u>Mary</u> <u>S</u> mith. | <u>4</u> points |
| | TOTAL | <u><u>30</u> points</u> |

EXERCISE 4

- | | | |
|-----|--|-------------------------|
| 1. | <u>\$</u> 16_39 | <u>2</u> points |
| 2. | <u>\$</u> 75_42 | <u>2</u> points |
| 3. | <u>\$</u> 2_500_10 | <u>3</u> points |
| 4. | <u>\$</u> .42 OR 42¢ | <u>2</u> points |
| 5. | <u>\$</u> 4_000_000 OR <u>\$</u> 4_000_000_000 | <u>3</u> points |
| 6. | 3_4 | <u>1</u> point |
| 7. | 15_1 | <u>1</u> point |
| 8. | 562 | ----- |
| 9. | 24_15 | <u>1</u> point |
| 10. | 35_6 | <u>1</u> point |
| 11. | <u>\$</u> .59 OR 59¢ | <u>2</u> points |
| 12. | <u>\$</u> 25_25 | <u>2</u> points |
| | TOTAL | <u><u>20</u></u> points |

EXERCISE 5

MELLON BANK

Sept. 4, 19 71 No. 8

3 points

Pay to the
order of Price's Record Shop \$ 5.98

3 points

Five dollars and $\frac{98}{100}$ DOLLARS

3 points

Your signature

1 point

TOTAL

10 points

EXERCISE 6

- | | | |
|-------|--|------------------|
| 1. | <u>A</u> bout 12, 300 <u>m</u> en, <u>w</u> omen, and children went to <u>F</u> rance last year. | <u>6</u> points |
| ----- | | |
| 2. | <u>M</u> iami, <u>F</u> lorida is in the <u>S</u> outh. | <u>5</u> points |
| 3. | <u>W</u> e swam in the <u>A</u> tlantic <u>O</u> cean on <u>J</u> uly 4, 1968. | <u>6</u> points |
| 4. | <u>D</u> oes he live on <u>F</u> orbes <u>A</u> venue? | <u>4</u> points |
| 5. | <u>C</u> alifornia is in the <u>W</u> est. | <u>3</u> points |
| 6. | <u>P</u> rincess <u>G</u> race of <u>M</u> onaco is from the <u>U</u> nited <u>S</u> tates. | <u>6</u> points |
| | | ----- |
| | TOTAL | <u>30</u> points |
| | | ----- |

EXERCISE 7

1. He went to England on Aug. 5, 1939. 6 points
 2. No, Mary doesn't speak German. 5 points
 3. Look! 2 points
 4. Henry paid ___ 45.00 for his suit. 4 points
 5. The Americans eat a lot of food on Thanksgiving Day. 5 points
 6. The population of Pittsburgh, Pa. is about 2,500,000. 8 points
- TOTAL 30 points

EXERCISE 8

463 James Avenue
Chicago, Illinois 60645
August 3, 1975 7 points

English Language Institute
University of Pittsburgh
1620 Forbes Avenue
Pittsburgh, Pa. 15260 10 points

Dear Sir:

Would you please send me information and an application form for your English courses? I have just arrived from Libya and I would like to study English from September to December of this year. 11 points

Sincerely yours, 2 points

Mohamed Szary

Mohamed Szary

TOTAL 30 points

EXERCISE 9

April 8, 1979

2 points

Dear Ruth,

2 points

I am so sorry that I will not be able to attend Governor Lindsay's birthday party. Unfortunately, I must attend a conference in Chicago from April 12th through 16th. Please tell Governor Lindsay that I will see him when I return.

Thank you for your kind invitation.

14 points

Affectionately,

2 points

Anne

TOTAL

20 points

EXERCISE 10

August 29, 1971 2 points

Dear Mary, 2 points

Paul and I have just returned from a wonderful vacation in France and Germany. We left on June 7th and returned last Sunday. Did you know that we were going to Europe? 11 points

I must tell you that the best way to go is by ship. We sailed across the Atlantic Ocean in only three days, and we had such a good time! An important Chinese official sat at our table the first night, and we enjoyed playing cards with him afterwards. We also met a Spanish diplomat, a German officer, and an Italian playboy. Wow! There were 8,500 passengers in all. 21 points

However, the trip was more expensive than we had planned. We had saved 2,500 and we spent more than that. 6 points

When do you plan to visit us? We have a lot of pictures to show you. 4 points

Please write soon. 2 points

Love, 2 points

Walt

TOTAL 50 points

EXERCISE 11

1. Don't you have \$ 3. 49? 5 points
 2. It's time to go. 3 points
 3. There are three (3) r's in my name. 3 points
 4. John doesn't know how to speak German. 1 points
 5. He's going to London, England tomorrow. 6 points
 6. No, I don't know where Second Avenue is. 6 points
 7. I found \$ 10,000 today! 4 points
 8. He was born on May 24, 1941. 4 points
- TOTAL: 35 points

EXERCISE 12

1. No, the child's mother doesn't live in Ohio. 6 points
 2. The Spanish teacher can't go home for Christmas. 5 points
 3. Is that pencil yours? 2 points
 4. They found that man's wife in China. 4 points
 5. Jack's dog can't find the bone. 4 points
 6. The students don't go to class on Wednesdays and Thursdays. 5 points
 7. Don't walk on the grass! 3 points
 8. All of the boys' fathers visited them on Thanksgiving Day. 5 points
- TOTAL 34 points

EXERCISE 13

1. John Smith's birthday will be on Friday. 5 points
 2. His daughters said, "Let's have a party!" 7 points
 3. A special store in New York City will send John Smith
new clothes tomorrow. 7 points
 4. He has already received 15,000 gifts and telegrams. 3 points
 5. When he opens his gifts, he always says, "This is
exactly what I need!" 6 points
 6. Everyone will soon sing "Happy Birthday" to him. 2 points
- TOTAL 30 points

EXERCISE 14

1. My sister loves to hear Franks Sinatra sing "Strangers in
the Night. " 6 points
 2. She paid 1.98 for that record, and she plays it
constantly. 4 points
 3. My father oiten shouts, "Please turn it down!" 6 points
 4. He prefers classical music, such as Debussy's "Claire
de Lune. " 6 points
 5. My brother wrote an appropriate poem called "Our Happy
Household. " 4 points
 6. A "household" means those who live as a family under
the same roof. 4 points
- TOTAL 30 points

EXERCISE 15

My friend asked me to play with the Symphony Orchestra on
Saturday evening. 3 points

" What instrument do they want me to play? " I asked. 5 points

My friend replied, " The piano, of course. " 6 points

I then confessed, " I haven't played the piano for three
weeks! " 7 points

" But they're going to play " Fur Elise " by Beethoven. Isn't
that your favorite piece? " 11 points

" In that case, I'll be happy to do it. Thank you for asking
me, " I replied. 8 points

TOTAL 40 points

EXERCISE 16

1. "Things that we have to learn to do , we learn . . . them. "

Aristotle 6 points

2. "Knowing how to do a thing is easier than doing it. "

Anonymous 4 points

3. "Everything . . . tells a different story to all eyes that see and ears that hear. "

Ingersoll 6 points

4. "Comparison . . . makes men happy or wretched. "

Thomas Fuller 7 points

5. "A man travels . . . in search of what he needs and returns home to find it. "

George Moore 7 points

- TOTAL 30 points

EXERCISE 17

1. "Biography is the only true [true] history. "
Thomas Carlyle 8 points

2. "Age is a matter of feeling, not of years. "
Curtis 5 points

3. "The first impressions are the most [most] important. "
Latin Proverb 6 points

4. "Men marry because they are tired, women because they
are curious. Both are disappointed. "
Oscar Wilde 8 points

5. "Marriages [many people believe] are made in heaven. "
Midrash 7 points

6. "The happiest part of a man's life is what he passes
lying awake in the morning. "
Johnson 6 points

- TOTAL 40 points

EXERCISE 18

1. John (my favorite uncle) is a policeman. 4 points
 2. He was looking for an envelope yesterday. 2 points
 3. When I found it (the envelope) he was very happy. 4 points
 4. It contained some pictures of a bank robbery in New York. 4 points
 5. I asked my uncle, "Do you think I'll get a reward? "7 points
 6. He replied, "I'll ask the chief. "6 points
 7. I was so excited that I immediately began to plan a trip
to Europe. 3 points
 8. I decided to travel to (1) France, (2) Germany, and
(3) England. 10 points
- TOTAL 40 points

EXERCISE 19

1. My friend asked me what I thought of the movie Love Story. 3 points
 2. I told him how much I loved it. 3 points
 3. I even confessed that I cried as hard when I saw it as I did when I read Anna Karenina by Tolstoy. 4 points
 4. We also discussed Catch-22 by Joseph Heller. 5 points
 5. Newsweek magazine had a long article about that movie. 3 points
 6. We then decided to look in the Pittsburgh Press to find out if it was playing. 3 points
 7. We discovered that it hadn't come to Pittsburgh yet. 4 points
- TOTAL 25 points

EXERCISE 20

212 Brown Avenue
Akron, Ohio 44316
February 12, 1972 7 points

Joseph Home Company
Stanwix Street
Pittsburgh, Pennsylvania 15222 8 points

Dear Sir: 3 points

On January 10, 1972, I purchased Uncle Tom's Cabin by
Harriet Beecher Stowe in your book department. I have just
discovered that pages 158-172 are missing. 10 points

Please send another copy of the book as soon as possible.
I am enclosing my receipt for 5.72. The incomplete book will
reach you soon. 8 points

Thank you for your consideration. 2 points

Sincerely,
Mary Weber
Mary Weber 2 points

TOTAL 40 points

EXERCISE 21

21 Semple Avenue
Chicago, Illinois 60648
April 3, 1964 7 points

Allen's Travel Agency
 490 Sixth Avenue
Chicago, Illinois 60648 8 points

Dear Sir: 3 points

This is a request for information concerning a trip to
California. I would like to visit Los Angeles from May 15th
 to May 30th. Please send rates for the trip by three modes
 of transportation: by plane, by train, and by bus. 14 points

I will be able to leave Chicago on May 15th after
 10:00 in the morning. I would like to leave California after
 12:00 noon on May 30th. 10 points

I am planning to go to California for one reason: I
 want to enjoy the warm weather. Please send information
 about hotels which are near the ocean. 6 points

Respectfully, 2 points
Mary Johnson
 Mary Johnson

TOTAL 50 points

EXERCISE 22

1. He plans to leave Pittsburgh on Monday morning; he will be home by Saturday afternoon. 6 points

OR

He plans to leave Pittsburgh on Monday morning. He will be home by Saturday afternoon.

2. This trip will take him to Chicago, Illinois; Denver, Colorado; and Phoenix, Arizona. 13 points

3. He's going to be so busy! 4 points

OR

He's going to be so busy.

4. He is fortunate that two of his assistants will go with him. 2 points

TOTAL 25 points

EXERCISE 23

1. My mother in law comes to visit us often. 4 points
2. She loves to play with our three year old daughter. 4 points
3. She stayed with our daughter when my husband and I visit
ited San Francisco, California. 7 points
4. We celebrated my twenty ninth birthday during that trip. 3 points
5. We're already planning our next trip; we want to go to
Canada. 5 points

OR

- We're already planning our next trip. We want to go to
Canada.
6. We are reading about Canada on pages 46 to 73 in the
travel guide. 4 points
 7. This time our daughter and my husband's mother will
travel with us. 3 points

TOTAL 30 points

EXERCISE 24

1. I'm planning to go downtown today == maybe I should go tomorrow. 4 points

OR

I'm planning to go downtown today. Maybe I should go tomorrow.

2. I have so many things to do today! 3 points

OR

I have so many things to do today.

3. I want to review pages 113 = 189 for my final examination. 3 points

4. Robert -- my son -- will be home soon. 4 points

OR

Robert, my son, will be home soon.

5. I'm worried about him. 3 points

6. He only had \$ 1. 35 when he left this morning. 4 points

7. Transportation alone is so expensive; the bus fare is now 40¢ (\$. 40) each way. 4 points

OR

Transportation alone is so expensive. The bus fare is now 40¢ (\$. 40) each way.

TOTAL

25 points

EXERCISE 25

242 Melwood Avenue
Pittsburgh, Pa. 15213
September 25, 1971 8 points

Department of Physics
University of Arizona
Tucson, Arizona 85702 7 points

Dear Sir: 2 points

I came to the United States on August 29, 1971, from Algeria.
I am now enrolled in an intensive English course at the University
of Pittsburgh. I will complete this course on December 18, 1971. 16 points

This is a request for information concerning your gradu-
ate program. I would like to begin work toward a PhD in Physics
during the winter term. 6 points

Please send me application forms for admission and for
financial assistance. 2 points

Thank you for your consideration. 2 points

Sincerely, 2 points
Fatima Abdulzar
Fatima Abdulzar

TOTAL 45 points

EXERCISE 26

1. James, Charles, and Michael decided to visit New
England last year. 8 points

 2. However, they didn't have much money to spend. 4 points

 3. Therefore, they decided to take camping equipment with
them. 3 points

 4. Motels are too expensive, aren't they? 4 points

 5. They left Pittsburgh at 5:00 a. m. to avoid a lot of traffic. 4 points

 6. Their happiest moment, of course, was when they saw the
Atlantic Ocean for the first time. 6 points

 7. It was so beautiful! 3 points
- TOTAL 32 points

EXERCISE 27

1. If he doesn't learn how to swim, it will be a shame. 4 points
 2. He goes to the swimming pool every day, but he doesn't go in the water. 4 points
 3. He's afraid of the water. 3 points
 4. His mother went with him yesterday, and talked to the instructor. 3 points
 5. The instructor told her that her son will need time, so she must be patient. 3 points
 6. Since it's only June, maybe he will overcome his fear before the summer is over. 5 points
 7. If he learns how to swim, everyone is going to celebrate. 3 points
- TOTAL 25 points

EXERCISE 28

1. Thanksgiving, which is always celebrated in November, is the most traditional of American holidays. 6 points

OR

Thanksgiving -- which is always celebrated in November -- is the most traditional of American holidays.

OR

Thanksgiving (which is always celebrated in November) is the most traditional of American holidays.

2. The first Thanksgiving was held in Massachusetts in 1621. 4 points

3. On that day, the Pilgrims thanked God for their first harvest. 4 points

4. The Indians, who were their friends, celebrated with the Pilgrims. 6 points

OR

The Indians -- who were their friends -- celebrated with the Pilgrims.

OR

The Indians (who were their friends) celebrated with the Pilgrims.

5. Today, the holiday is still a day to give thanks. 3 points

6. American families celebrate this holiday with a big feast. 2 points

TOTAL

25 points

99

EXERCISE 29

1. On February 12, 1809, Abraham Lincoln was born in Kentucky. 8 points
 2. When he was a young man, his family moved to Illinois. 4 points
 3. He became a famous lawyer. 2 points
 4. Later, Lincoln was elected President of the United States. 7 points
 5. On January 1, 1863, Lincoln signed a document to free the slaves. 6 points
 6. Unfortunately, Lincoln was assassinated in 1865. 4 points
 7. He died on April 14, 1865. 4 points
- TOTAL 35 points

EXERCISE 30

On the night of July 22, 1933, Charles F. Urschel (an oil millionaire) and Walter R. Jarrett, Jr. were playing bridge with their wives. They were sitting on the Urschel's back porch in Oklahoma City, Oklahoma.

26 points

Suddenly, two bandits with a machine gun and a pistol entered. "Who's Urschel?" one man asked. When neither man answered, the gunmen took both of them. They warned the women not to call for help. As soon as the men left, Mrs. Urschel phoned the FBI. *

24 points

TOTAL

50 points

*Adapted from "Rogues' Gallery" by Martin Oliver
(Leavenworth New Era)