

## 18.1

**The Conjunction • Practice 1**

Conjunctions connect words, groups of words, and whole sentences.

**USING COORDINATING CONJUNCTIONS**

<b>Nouns</b>	The stew needs more <i>onions</i> <input type="checkbox"/> <i>and</i> <input type="checkbox"/> <i>carrots</i> .
<b>Pronouns</b>	Give the message to <i>him</i> <input type="checkbox"/> <input type="checkbox"/> <i>or</i> <input type="checkbox"/> <i>me</i> .
<b>Verbs</b>	He <i>would</i> not <i>eat</i> <input type="checkbox"/> <input type="checkbox"/> <i>nor</i> <input type="checkbox"/> <i>sleep</i> .
<b>Adjectives</b>	The runner was <i>exhausted</i> <input type="checkbox"/> <input type="checkbox"/> <i>but</i> <input type="checkbox"/> <i>victorious</i> .
<b>Adverbs</b>	Mark spoke <i>clearly</i> <input type="checkbox"/> <input type="checkbox"/> <i>and</i> <input type="checkbox"/> <i>forcefully</i> .
<b>Prepositional Phrases</b>	The gardener works <i>with great care</i> <input type="checkbox"/> <input type="checkbox"/> <i>yet</i> <input type="checkbox"/> <i>without pleasure</i> .
<b>Sentences</b>	<i>We held our breath</i> , <input type="checkbox"/> <input type="checkbox"/> <i>for</i> <input type="checkbox"/> <i>the figure moved closer</i> .
	<i>Sandy missed the bus</i> , <input type="checkbox"/> <input type="checkbox"/> <i>so</i> <input type="checkbox"/> <i>we took her home</i> .

HW

**Exercise 1** **Recognizing Coordinating Conjunctions.** Circle the coordinating conjunction in each sentence below. Then, underline the words or word groups it joins.

**EXAMPLE:** Throughout the stormy night and into the morning, rescuers searched the cove.

- Should I use green or blue for the lettering?
- The pianist performed with great accuracy but without much feeling.
- Carol and Luke are finalists in the spelling bee.
- We arrived early, so we could get good seats for the concert.
- Jason or Madeline should be able to give you directions.
- The crowd was somewhat noisy yet otherwise well-behaved.
- The puppy would not sit nor stay before it went to obedience school.
- We took the subway to the ballpark, for we knew traffic would be heavy.
- The children worked busily but quietly on their projects.
- A combination of luck and skill is needed to win that game.

**Exercise 2** **Writing Sentences With Coordinating Conjunctions.** Follow the directions in each numbered item below to write a sentence of your own.

**EXAMPLE:** Use *for* to join two sentences.

High waves tossed the small boat, for a storm had come up unexpectedly.

- Use *and* to join two prepositional phrases.

\_\_\_\_\_

- Use *but* to join two adjectives.

\_\_\_\_\_

- Use *so* to join two sentences.

\_\_\_\_\_

- Use *yet* to join two adverbs.

\_\_\_\_\_

- Use *or* to join two pronouns.

\_\_\_\_\_

**18.1****The Conjunction • Practice 2**

HW

**Exercise 1****Recognizing Coordinating Conjunctions.** Circle the coordinating conjunction in each sentence below. Then, underline the words or word groups it joins.**EXAMPLE:** The first humans did not use tools or fire.

1. Today, I have tests in mathematics and social studies.
2. I went to the game, but I left early.
3. Cars were parked in the street and in the driveways.
4. Bob reads slowly and carefully.
5. Mary wanted to buy those jeans, so she saved her allowance money.
6. The book was long but enjoyable.
7. The runner stumbled and fell.
8. I did not like the movie, nor did she.
9. Are you going with us or with them?
10. Bill phoned all day, yet nobody answered.

HW

**Exercise 2****More Work With Coordinating Conjunctions.** Follow the directions for Exercise 1.

1. Jill could not get tickets, nor could Ed.
2. Do you want lemonade or soda?
3. The weather was sunny but cool.
4. I'm excited, for today is my birthday.
5. Put your bicycle in the garage or in the basement.
6. Did they fly or drive to Kansas City?
7. The song was simple but beautiful.
8. The boat glided silently yet rapidly.
9. Please put lettuce and mayonnaise in my sandwich.
10. Either you or she will be asked to speak.

**Writing Application****Using Coordinating Conjunctions in Sentences.** Write ten sentences telling about two people you know. Use a coordinating conjunction in each sentence.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

## 26.2

**Commas in Compound Sentences****• Practice 1**

A compound sentence is formed from two simple sentences joined by a comma and a coordinating conjunction. The coordinating conjunctions are *and*, *but*, *for*, *nor*, *or*, *so*, and *yet*.

**THE COMMA IN COMPOUND SENTENCES**  
**Simple Sentence, Coordinating Conjunction, Simple Sentence**

I ran after the ice-cream truck, *but* he didn't see me.  
 Donald went to get hamburgers, *and* Margie set the table.  
 Wendy turned the radio down, *so* I was finally able to study.

Note: If the two sentences forming the compound are very short, the comma can be omitted.

**HW** ▶ **Exercise 1** **Using Commas in Compound Sentences.** Insert commas where necessary in the sentences below. Some sentences may not need a comma.

**EXAMPLE:** Nancy will handle the tickets and I will order the food.  
*Nancy will handle the tickets, and I will order the food.*

1. I called home for I was going to be late.
2. Mom washed and Dad dried.
3. We can get dinner now or we can go to the movie.
4. Bill couldn't come today nor is he likely to come tomorrow.
5. The photographer grabbed his camera for the sunset was lovely.
6. I studied history for hours yet I still had trouble on the test.
7. She has never skied before so I suggested that she take lessons.
8. The road was newly paved but the lines had yet to be painted on.
9. The car was just what I wanted and it was the right price.
10. The boy sang and the girl danced.

**HW** ▶ **Exercise 2** **More Work Using Commas in Compound Sentences.** Combine the two sentences in each numbered item below as a compound sentence, using a comma and a conjunction.

**EXAMPLE:** I pulled the weeds. My brother mowed the lawn.  
*I pulled the weeds, and my brother mowed the lawn.*

1. We tried to make reservations tonight. The restaurant was booked.  
 \_\_\_\_\_
2. I enjoy preparing the salad. My mother likes to do the desserts.  
 \_\_\_\_\_
3. We must get this leak fixed. The whole basement might flood.  
 \_\_\_\_\_
4. I earned money baby-sitting. I was able to buy the concert tickets.  
 \_\_\_\_\_
5. We came out to practice soccer. The field was too wet.  
 \_\_\_\_\_

# 26.2 Commas in Compound Sentences

## • Practice 2

HW

**Exercise 1** Using Commas in Compound Sentences. In each of the following sentences, insert commas where they are needed.

**EXAMPLE:** A husky is a large dog but a sheepdog is larger.  
*A husky is a large dog, but a sheepdog is larger.*

1. I turned on the light for it was getting dark.
2. I think we should take a vote but Alan wants to wait.
3. We can stay and explore or we can return tomorrow.
4. I explained the procedure but they didn't understand.
5. Anna wants to join the art club for she loves to paint.
6. Terry calls once a week but Bill telephones every day.
7. Alice was shy so Barbara did all the talking.
8. Summer has arrived yet the days are still chilly.
9. We can walk to the park or we can take our bicycles.
10. They did not seem confused nor did they ask for help.

HW

**Exercise 2** More Practice Using Commas in Compound Sentences. Follow the directions for Exercise 1.

1. I trained my dog to sit but Bob never trained his dog.
2. Our dog is a mongrel for his parents were different breeds.
3. Our dog seems intelligent yet he can't do many tricks.
4. Mark's dog lives outdoors so Mark keeps the dog house warm.
5. Bring your dog on the picnic or leave him with your dad.
6. I read about many breeds of dogs and I learned the ones that would be best for me.
7. Sally will walk her dog in the park today or she will take him to the beach.
8. Chris has always wanted a dog but he cannot have one in an apartment.
9. Bill's dog did not behave well so he enrolled the dog in obedience school.
10. I cannot visit that dog-lover's home for I am afraid of her dogs.

**Writing Application** Using Commas to Punctuate Compound Sentences. Write ten compound sentences. Use a comma and one of the following conjunctions to join each part: *and, but, for, nor, or, so, and yet.*

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## 26.2 Commas in a Series • Practice 1

A series is considered a list of three or more items. When a sentence contains a series of words or phrases, the items should be separated by commas.

COMMAS USED IN A SERIES OF WORDS AND PHRASES	
<b>Series of Words</b>	I met the principal, the secretary, and the custodian. Apples, oranges, and bananas were all on sale.
<b>Series of Phrases</b>	The mouse ran across the floor, under the table, and out the door. The path takes us by the lake, through a pass, and into the meadow.

An exception to this rule: When each item in the series is followed by a conjunction, no comma is used.

**EXAMPLE:** You may paint or color or draw.

HW

**Exercise 1** Using Commas in a Series. Insert commas into the sentences below wherever necessary. Some sentences may not require any commas.

**EXAMPLE:** You can paint scenery sew costumes or build sets.  
*You can paint scenery, sew costumes, or build sets.*

- The dog sniffed barked and growled at the stranger.
- You can have eggs or cereal or French toast.
- So far, we have driven through New Hampshire Vermont and Maine.
- I grabbed my books rushed out the door and caught the bus.
- The man sprayed the trees shrubs and the grass.
- My dad plans to grow peanuts corn and hay this year.
- Will you buy rent or lease a car?
- The child had wandered out the door down the drive and into the street.
- I addressed stamped and mailed the envelopes.
- We can't decide whether to buy a boat or a raft or a kayak.

**Exercise 2** More Work Using Commas in a Series. Finish each sentence below by adding a series that requires commas.

**EXAMPLE:** Every morning before school I . . .  
*Every morning before school, I shower, dress, and eat.*

- At the beach I enjoy looking at . . .  
\_\_\_\_\_
- . . . are my favorite subjects in school.  
\_\_\_\_\_
- I plan to visit . . . this year.  
\_\_\_\_\_
- When I help around the house, I . . .  
\_\_\_\_\_
- . . . are the best shows on TV right now.  
\_\_\_\_\_

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26.2

# Commas in a Series • Practice 2

HW

**Exercise 1** Using Commas With Items in a Series. In each of the following sentences, add commas where they are needed.

**EXAMPLE:** Redwoods pines and firs are all needle-leaf trees.  
*Redwoods, pines, and firs are all needle-leaf trees.*

1. Memphis Nashville and Chattanooga are cities in Tennessee.
2. We met the writer producer and director of the television show.
3. As John made the winning shot, the fans gasped cheered and began shouting his name.
4. We must have volunteers who are willing to supply soda to cook hamburgers and to prepare a salad.
5. They could not decide whether to take their vacation in June July or in August.
6. To decorate her room, Caitlin added a rug a bookcase and a poster.
7. Jasmine has many pets, including a dog a cat a bird and a hamster.
8. You can peel the potatoes make the lemonade and set the table.
9. It was so cold that Kurt wore a shirt a sweater and a jacket.
10. Would you like to go to the beach take a hike or watch a movie?

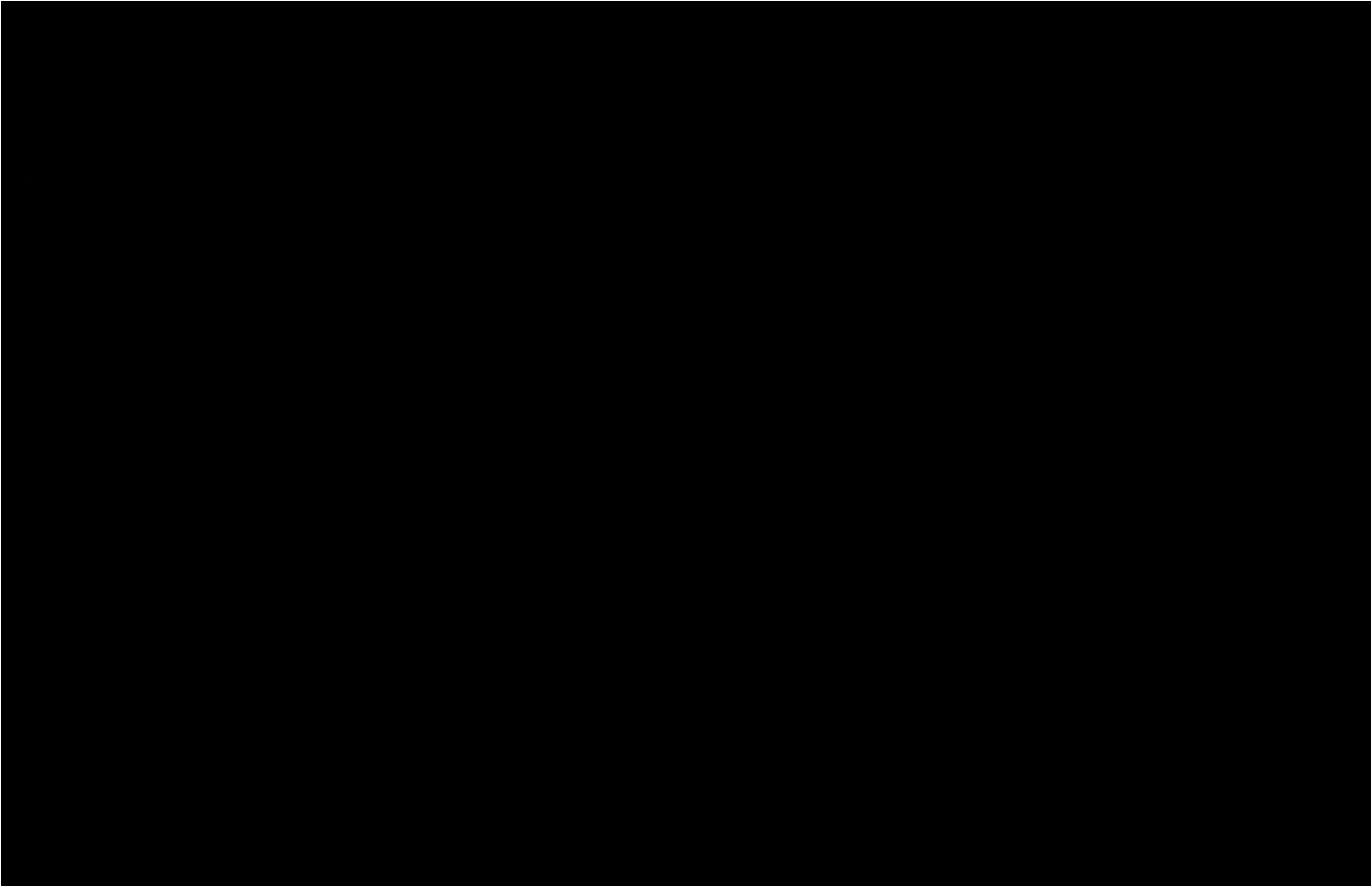
HW

**Exercise 2** More Practice Using Commas With Items in a Series. Follow the directions for Exercise 1.

1. From my window, I can see pigeons sparrows robins and starlings.
2. I wrote folded and sealed the letter without remembering to enclose the pictures.
3. We walked along the waterfront past the marina and beyond the shops.
4. Boston has harbors public parks and historic places to visit.
5. Alex Patty Chris and Ian are all planning to visit Susan after she moves to Detroit.
6. You should just take a deep breath close your eyes and calm down.
7. At the nursery, Wes looked at trees for the front flowers for the back and houseplants for inside.
8. Books magazines and flowers are all good gifts for someone who is sick.
9. On Saturday, Melinda got a haircut had her nails done and bought a new pair of shoes.
10. Barry wants to take guitar lessons write new songs and become a performer.

**Writing Application** Writing Sentences With Items in a Series. Write ten sentences about things to do, things to see, or things to listen to. In each sentence, include three or more words or phrases in a series.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_



## 26.3 Colons • Practice 1

**The Colon as an Introductory Device** Use a colon before a list of items following an independent clause. A colon should not be used directly after a verb or preposition. \*

Incorrect	Correct
The six New England states are: Maine, Vermont, New Hampshire, Rhode Island, Massachusetts, and Connecticut.	New England consists of six states: Maine, Vermont, New Hampshire, Rhode Island, Massachusetts, and Connecticut.

**The Colon in Special Situations** Use a colon in a number of special writing situations. \*

SPECIAL USES OF THE COLON	
<b>Expressions of Time</b>	9:45 A.M.    8:30 P.M.
<b>Salutations in Business Letters</b>	Dear Ms. Hines:    Dear Sir:
<b>Labels Signaling Important Ideas</b>	Warning: Dangerous electrical equipment Caution: May cause drowsiness

**Exercise 1** Using Colons to Introduce Lists of Items. Insert colons where they are needed in the following sentences.

**EXAMPLE:** The basic unit consists of three rooms a living room, bedroom, and kitchen.  
*The basic unit consists of three rooms: a living room, bedroom, and kitchen.*

- The ingredients needed to make brownies are as follows: butter, brown sugar, an egg, vanilla, baking powder, flour, and salt.
- Four team sports are popular in U.S. schools: basketball, baseball, football, and soccer.
- The day after Thanksgiving is a holiday in these states: Florida, Maine, Minnesota, Nebraska, and Washington.
- Four states border Mexico: California, Arizona, New Mexico, and Texas.
- Campers should bring the following items: sheets, blankets, and towels.

**Exercise 2** Using Colons in Special Situations. Insert colons where they are needed in the following items.

**EXAMPLE:** The next flight for Los Angeles leaves at 405.  
*The next flight for Los Angeles leaves at 4:05.*

- Warning: Keep this medicine out of reach of children.
- The feature starts at 10.
- Dear Dr. Morgan:
- Caution: Slippery when wet
- Dear Sir or Madam:



# 26.3 Colons • Practice 2

**HW** **Exercise 1** Using Colons to Introduce Lists of Items. Colons have been left out of each of the following sentences. Insert colons where needed.

**EXAMPLE:** The movie starred my favorite actors Paul Newman, Robert Redford, and Katherine Ross.  
*The movie starred my favorite actors: Paul Newman, Robert Redford, and Katherine Ross.*

1. This company produces paper pulp used for the following products: paper plates, party hats, streamers, and confetti.
2. The apartment consisted of many spacious rooms: three bedrooms, an eat-in kitchen, two baths, and a living room.
3. Maryanne chose three poets to study: Dickinson, Frost, and Sandburg.
4. A reliable medical encyclopedia should include certain information: descriptions of major diseases, lists of their symptoms, and advice about when to consult a physician.
5. In this wallet are my life's savings: six dollar bills, eight quarters, and two nickels.
6. We wanted to buy a home in the country to have these benefits: room to expand, space to enjoy outdoor activities, and land for a vegetable garden.
7. Their birthdays were all in the summer: June 30, July 15, and August 12.
8. Zack arrived at the beach with these items: a picnic basket, a rubber raft, and towels.
9. Indications of extreme stress may include the following: rapid pulse, accelerated breathing, dizziness, or fatigue.
10. I will visit three countries: Japan, China, and India.

**HW** **Exercise 2** Using Colons in Special Situations. Add the colon missing in each of the following items.

**EXAMPLE:** 700 A.M.    7:00 A.M.

1. 630 P.M.
2. Caution Falling rocks
3. Dear Mmes. Jordon and Farnsworth
4. Gentlemen
5. Warning The Surgeon General has determined that cigarette smoking is dangerous to your health.

**Writing Application** Using Colons in Your Own Writing. Follow the instructions that are given below to write sentences of your own. Use colons as needed.

**EXAMPLE:** Write a salutation for a business letter.

*Dear Miss Rivera:*

**NO**

1. Write a sentence containing a numeral that gives the time of day.  
\_\_\_\_\_
2. Write a list of items following an independent clause.  
\_\_\_\_\_
3. Write a sentence containing a list that does not require a colon.  
\_\_\_\_\_
4. Write a label followed by an important idea.  
\_\_\_\_\_

## 26.3 Semicolons • Practice 1

**Semicolons Used to Join Independent Clauses** Use a semicolon to join independent clauses that are not already joined by the conjunctions *and, or, nor, for, but, so, or yet*.

**INDEPENDENT CLAUSES**

Pam felt confident going into the test; she had studied very hard.  
 Put your napkin on your lap; don't tuck it into your shirt.

**Semicolons Used to Avoid Confusion** Consider the use of a semicolon to avoid confusion when items in a series already contain commas.

**TO AVOID CONFUSION**

Beth Meyers, a freshman at Penn State; Hugh Gibbons, a high-school senior; and Fran Kirby, a secretary, were contestants on the game show.  
 Some of the most popular selections at the concert were "Hey, Jude," a Beatles hit; "People Will Say We're in Love," a song from the musical *Oklahoma*; and "Pomp and Circumstance," a march by Edward Elgar.

HW

**Exercise 1** Using Semicolons to Join Independent Clauses. Rewrite each pair of sentences below as a compound sentence in which two independent clauses are joined by a semicolon.

**EXAMPLE:** Kim is eight years older than her brothers. She often baby-sits for them.  
Kim is eight years older than her brothers; she often baby-sits for them.

1. Gradually the water evaporates; <sup>†</sup>the salt forms crystals.  
\_\_\_\_\_
2. Most of my friends will go to public high school; <sup>a</sup>a few will go away to boarding school.  
\_\_\_\_\_
3. Their new home is beautiful; <sup>n</sup>no one would guess it was once a barn.  
\_\_\_\_\_
4. Jeremy is an excellent soccer player; <sup>h</sup>his brother prefers baseball.  
\_\_\_\_\_
5. Pat can help you with that problem; <sup>s</sup>she is a terrific math student.  
\_\_\_\_\_

HW

**Exercise 2** Using Semicolons to Avoid Confusion. Circle any comma in these sentences that should be a semicolon.

**EXAMPLE:** We ordered soup, which was cold, roast beef, which was overcooked, and salad.

1. Alana, who lives in the next apartment, Louise, who is in my homeroom, and Marcia, whom I have known since kindergarten, are my best friends.
2. The waitress announced, "Our soups today are New England clam chowder, which is made with clams, potatoes, and cream, minestrone, a hearty Italian vegetable soup, and mulligatawny, a meat soup with curry seasoning."
3. On our trip across the country, my favorite cities were Boston, Massachusetts, Cincinnati, Ohio, and Portland, Oregon.

# 26.3 Semicolons • Practice 2

**Exercise 1** Using Semicolons to Join Independent Clauses. Semicolons have been left out of the following sentences. Insert semicolons where they are required.

**EXAMPLE:** Becky is fascinated by sharks however, she has not yet met one close up.  
*Becky is fascinated by sharks; however, she has not yet met one close up.*

1. Some cheeses are made from cow's milk; others are made from goat's milk.
2. They decided not to go shopping; instead, they went walking in the park.
3. This glass lens is concave; the other is convex.
4. Ten goldfish swam in the pond; their scales glinted in the sun.
5. This home used to be a one-room schoolhouse; it was built over a century ago.

**Exercise 2** Using Semicolons to Avoid Confusion. Add semicolons where they should be used in the following sentences.

**EXAMPLE:** They received cards from Honolulu, Hawaii Phoenix, Arizona and Seattle, Washington.  
*They received cards from Honolulu, Hawaii; Phoenix, Arizona; and Seattle, Washington.*

1. We were served onion soup topped with melted cheese; homemade rye bread, covered with butter; and fruit salad, made with six different kinds of fresh fruit.
2. The little girl was wearing a yellow raincoat, which was made of shiny vinyl; a matching hat, which was tied neatly under her chin; and red boots, which reached to her knees.
3. In less than a year, William had expanded the family to include a large woolly dog with a huge appetite; two skinny, stray cats with unfriendly dispositions; and a pair of cooing, fluttering pigeons.
4. The music was performed by Fred, who played the flute; Samantha, who played the clarinet; and Ella, who played the saxophone.
5. Richard, my cousin; Donna, the girl next door; and Liz, my best friend, went to the concert with me.

**Writing Application** Using Semicolons in Your Own Writing. Write two different sentences for each of the following items.

1. Use a semicolon to join two closely related, independent clauses.

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2. Use a semicolon to separate a series of items already containing several commas.

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