CHAPTER

25 Punctuation

Apostrophes, Hyphens, Dashes, Parentheses, Brackets

Diagnostic Preview

A. Correcting Sentences by Using Apostrophes and Hyphens

For each of the following sentences, write the word or words that should have an apostrophe or a hyphen, and add the appropriate punctuation mark. If a sentence is already correct, write *C*.

EXAMPLE 1. Michaels stamp collection contains thirty two rare stamps.

1. Michael's
thirty-two

1. Because of the sudden blizzard, the armies supplies were cut of
2. Its frustrating when the car wont start because its battery is dea
3. After hours of discussion, we decided that we need a two thirds majority to pass new rules in the student council.
4. Even though Li moved here from Korea just last year and is stil learning English, shes making As in most of her classes.
5. If you go to the game on Saturday, whos going to watch the children at home?
6. Miranda had the flu this past week, and now she has five days worth of homework to do this weekend.
7. Rodney interviewed the treasurer elect of the honor society fo "Personality Profile" column in the school newspaper.

8. James Berry, who was born in Jamaica, wrote the well received collection of short stories *A Thief in the Village and Other Stories.*
9. You should know that my aunts favorite expression is "Never let the sun set on your anger."
10. My brother in law Murray has worked at a resort in New Yorks Catskill Mountains for twenty one years.
11. The store clerk said she would refund our deposit if we return the tape recorder by five oclock.
12. The alarm clock hasnt worked since the morning I knocked it off the shelf.
13. Last week at the trial in New York City, the senator presented as evidence the anti American pamphlets distributed by the terror ist group.
14. You have such a wonderful singing voice that I'm sure youll get a part in the childrens summer theater production.
15. Dont be alarmed, Brian; the red +s on your history paper indicate correct answers.

B. Correcting Sentences by Using Dashes, Parentheses, and Brackets

Rewrite the following sentences, adding dashes, parentheses, and brackets where they are needed.

EXAMPLE 1. The books on that table they are all nonfiction are on sale today.

1. *The books on that table—they are all nonfiction—are on sale today.*

16. The discovery of gold at Sutter's Mill brought floods of people settlers, miners, prospectors, and merchants to California in their covered wagons.
17. The old white house on Tenth Street it was once a governor's mansion is a landmark in our town.
18. Answer the ten questions on this English quiz be careful, they're tricky! and then write a couplet or a limerick for extra credit.
19. John Steinbeck 1902–1968 won the Nobel Prize in literature in 1962.
20. According to O'Neal, Satchmo (the great jazz musician Louis Armstrong 1900–1971) profoundly influenced American music.

HELP

Although some of the sentences in Part B of the Diagnostic Preview may be correctly revised in more than one way, you need to give only one revision for each sentence.

Apostrophes

Possessive Case

The possessive case of a noun or a pronoun shows ownership or possession.

EXAMPLES **Jorge's** calculator has a solar battery.

Where did you buy **yours**?

Pam's aunt is a plumber.

The birds had fed **their** young.

Nouns in the Possessive Case

25a. To form the possessive of most singular nouns, add an apostrophe and an *s*.

EXAMPLES Barbara**'s** house — one boy**'s** uniform

a week**'s** salary — that stereo**'s** speakers

When forming the possessive of a singular noun ending in an *s* or a *z* sound, add only an apostrophe if

- the noun has more than one syllable

  and

- the addition of *s* would make the noun awkward to pronounce

EXAMPLES Odysseus' adventures — for goodness' sake

Buenos Aires' citizens — the species' characteristics

Xerxes' army — each of that TV series' characters

If a singular noun ending in an *s* or a *z* sound does not satisfy both of these conditions, add an apostrophe and an *s*.

EXAMPLES Carlos**'s** bicycle — a bus**'s** tires

Charles Dickens**'s** novels — my boss**'s** orders

25b. To form the possessive case of a plural noun ending in *s*, add only the apostrophe.

EXAMPLES cats' owners — cities' problems

coaches' records — princesses' duties

MECHANICS

The few plural nouns that do not end in *s* form the possessive case by adding an apostrophe and an *s*.

EXAMPLES geese**'s** migration children**'s** stories

NOTE In most cases, you should not use an apostrophe to form the plural of a noun.

INCORRECT The four horse's pulled the wagon.
CORRECT The four **horses** pulled the wagon.

Exercise 1 Writing the Possessive Forms of Nouns

Make four columns headed *Singular, Singular Possessive, Plural,* and *Plural Possessive.* Write those forms of each of the following nouns.

EXAMPLE

	Singular	Singular Possessive	Plural	Plural Possessive
1.	*temple*	*temple's*	*temples*	*temples'*

1. governor
2. secretary
3. bird
4. spacecraft
5. woman
6. picture
7. pencil
8. class
9. chief
10. mouse
11. stereo
12. president
13. bear
14. photograph
15. grandmother
16. jacket
17. dress
18. novel
19. cup
20. lapse

Pronouns in the Possessive Case

25c. Do not use an apostrophe with possessive personal pronouns or with the possessive pronoun *whose.*

Possessive Personal Pronouns

Singular	Plural
my, mine	our, ours
your, yours	your, yours
his, her, hers, its	their, theirs

Reference Note
For more examples of **plural nouns that do not end in *s*,** see page 787.

Reference Note
For information on using an apostrophe and an *s* to form the **plurals of letters, numerals, symbols, and words referred to as words,** see page 789.

HELP
If you do not know how to spell a plural form, look up the word in a dictionary.

MECHANICS

Reference Note

Do not confuse the possessive personal pronouns ***your, their, theirs, its*** and ***whose*** with the contractions ***you're, they're, there's, it's,*** and ***who's.*** See page 764.

My, your, his, her, its, our, and *their* are generally used before nouns. *Mine, yours, his, hers, ours,* and *theirs* are used as subjects, complements, or objects of prepositions. Note that *his* may be used either way.

EXAMPLES	This is **my** desk.	This desk is **mine.**
	I borrowed **your** pencil.	I borrowed a pencil of **yours.**
	His work is excellent.	**His** is the best work.

Reference Note

See pages 533–534 for a list of **indefinite pronouns.**

25d. To form the possessive of an indefinite pronoun, add an apostrophe and an *s*.

EXAMPLES anyone'**s** choice either'**s** idea

NOTE The correct possessive forms of *someone else* and *each other* are *someone else's* and *each other's.*

Compounds in the Possessive Case

25e. Form the possessive of only the last word in a compound noun, such as the name of an organization or a business, and in a word group showing joint possession.

Compound Nouns	Urban League'**s** office
	Acosta and Rivera'**s** law firm
	sister-in-law'**s** office
Joint Possession	Bob and Jim'**s** canoe
	my aunt and uncle'**s** photograph

When a possessive pronoun is part of a word group showing joint possession, each noun in the word group is also possessive in form.

EXAMPLE Sean'**s** and **her** conversation

Reference Note

For more about **acronyms** and **initialisms,** see page 687.

NOTE The possessive of an **acronym** (a word formed from the first—or first few—letters of a series of words) or of an **initialism** (an abbreviation pronounced letter by letter) is formed by adding an apostrophe and an *s.*

ACRONYM NATO'**s** member nations

INITIALISM NBC'**s** new television program

MECHANICS

25f. Form the possessive of each noun in a word group that expresses individual possession of similar items.

EXAMPLES Michael's and Lila's wallets

Denise's and Mark's books

Exercise 2 Using Apostrophes Correctly

Rewrite the following word groups, adding and deleting apostrophes where needed. If a word group is already correct, write *C*.

EXAMPLE **1.** the cameras lens

1. the camera's lens

1. one of your's
2. Anns and my project
3. their tennis shoes
4. my father-in-laws boat
5. each others books
6. Joe and Roys room
7. Lynns and Mikes shoes
8. someones art
9. whose feats
10. PBSs' fundraiser
11. a Jazz Festivals end
12. anyone elses pizza
13. Jims and Debs parents
14. the UNs general assembly
15. my loaves of bread
16. Sallys and his' horses
17. any of their's
18. neithers hope
19. Jeremiahs and Josephs toys
20. Ross' and Reeds team

Review A Correcting Paragraphs by Adding Apostrophes

For the sentences in the following paragraphs, write each word that should be in the possessive case, and add the missing apostrophe.

EXAMPLE **[1]** Last week I followed my parents suggestion and enrolled in an amateur photography class offered by our citys art center.

1. parents'; city's

[1] I shared my mom and dads exasperation when, once again, I spent a whole weeks allowance on disappointing pictures. [2] I had borrowed Uncle Freds expensive camera, but even with the cameras extra features, my photographs looked like childrens smudged finger paintings.

[3] My pictures of Bob and Ruths wedding reception, our familys social event of the year, were destroyed when I fell into the pool with

STYLE TIP

To avoid forming a possessive that sounds awkward, use a phrase beginning with *of* or *for* instead.

AWKWARD
the Samuel H. Scripps American Dance Festival Award's winner

IMPROVED
the winner **of** the Samuel H. Scripps American Dance Festival Award

my camera. [4] Last summer I also took pictures during our week-long visit to Arizonas famous Painted Desert. [5] Unfortunately, I did not understand enough about the suns strong light at midday; consequently, most of my photographs had a washed-out look.

[6] My lifes most embarrassing moment occurred when I took a picture of my class for the schools yearbook and then discovered that I had forgotten to put film in the camera. [7] Another time, I took my camera to Toms party but could not get anyones attention long enough to set up the shots that I wanted. [8] As a result, I gave up on people and tried to take my two pets pictures; however, a parakeets wings and a dogs will are hard to control. [9] After all these bad experiences, I knew that I needed a professionals advice. [10] I'm pleased to report that during the first meeting of the photography class, the instructor raised all the students confidence, including mine.

Review B Proofreading for Errors in Possessive Forms

Most of the following sentences contain an incorrect possessive form. For each error, give the correct form of the word. If a sentence is already correct, write *C*.

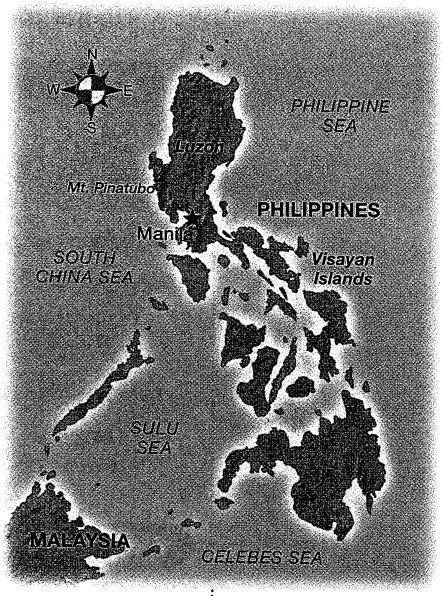
EXAMPLE 1. The island nation of the Philippines shows signs of both Spains and the United States occupations.

1. Spain's; United States'

1. The countrys national languages are Pilipino and English, but its people also speak Spanish and various regional languages.
2. Did you know that the yo-yos earliest use was as a weapon in the Philippine jungles?
3. My mothers boss was visiting the Philippines when Joseph Estrada became president in 1998.
4. President Estrada's previous career was that of film actor.
5. Tina's and Phil's plan to visit the Philippines was postponed when their baby was born.
6. The Philippines capital and largest city is Manila, which is on the big island of Luzon.
7. Both Kim and Marta's lunches came with delicious Filipino custard.
8. It's anyones guess how many islands actually make up the Philippines, though there are certainly more than seven thousand islands.

9. The Spanish monarch who's soldiers named the Philippines was King Philip II.

10. Childrens pastimes in the Philippines include kite flying and swimming.



Contractions

5g. Use an apostrophe to show where letters, words, or numerals have been omitted in a contraction.

Contraction is a shortened form of a word, a group of words, or a numeral. The apostrophes in contractions show where letters, words, or numerals have been left out.

Common Contractions

who is	who's	she will	she'll
there is	there's	I am	I'm
could have	could've	you are	you're
1999	'99	we had	we'd
of the clock	o'clock	she has	she's
let us	let's	Lisa is	Lisa's
I would	I'd	they are	they're

Generally, the adverb *not* can be shortened to *n't* and added to a verb without any change in the spelling of the verb.

EXAMPLES	is not	isn't	were not	weren't
	are not	aren't	has not	hasn't
	does not	doesn't	have not	haven't
	do not	don't	had not	hadn't
	did not	didn't	would not	wouldn't
	was not	wasn't	should not	shouldn't
EXCEPTIONS	cannot	can't	will not	won't

STYLE TIP

Many people consider contractions informal. Therefore, it is generally best to avoid using them in formal writing and speech.

Do not confuse contractions with possessive pronouns.

Contractions	Possessive Pronouns
Who's [Who is] next? **Who's** [Who has] helped you?	**Whose** turn is next?
It's [It is] purring. **It's** [It has] been asleep.	Listen to **its** purr.
You're [You are] late.	**Your** report is late.
There's [There is] a mule. **They're** [They are] healthy pets.	That mule is **theirs.** **Their** pets are healthy.

Exercise 3 Using Contractions

Provide appropriate contractions that correctly complete the following sentences.

EXAMPLE 1. We tried to call Beth and Jennifer, but they ____ answer their phone.

1. didn't

1. ____ he going to the awards ceremony?
2. I fed the fish, but they ____ eating.
3. Marla has two cats, and ____ beautiful.
4. ____ bring me her notes tonight so I can study them.
5. ____ go to a movie.
6. Mom said ____ one apple in the basket.
7. He is sick, so he ____ coming with us.
8. I ____ believe the summer is already over.
9. You ____ read a scary book when you're home alone.
10. I ____ gotten the mail yet.

Exercise 4 Recognizing the Correct Uses of Contractions and Possessives

Choose the correct word in parentheses in each of the following sentences.

EXAMPLE 1. (*It's, Its*) never too late to learn something new.

1. It's

1. (*You're, Your*) sure that (*you're, your*) allowed to bring (*you're, your*) book to the exam?

2. (*Whose, Who's*) idea was it to visit the National Civil Rights Museum in Memphis during (*you're, your*) trip?
3. (*They're, Their*) trying to sell (*they're, their*) house.
4. (*It's, Its*) the best one of (*it's, its*) kind.
5. Do you know (*who's, whose*) responsible for (*they're, their*) confusion?
6. I hope the dog can find (*it's, its*) way (*they're, there*).
7. (*It's, Its*) Philip (*who's, whose*) always late.
8. Although (*it's, its*) been snowing all day, they're still planning to go.
9. (*Who's, Whose*) the designer of (*they're, their*) float in Galveston's Mardi Gras parade?
10. I know (*you're, your*) upset with the plan, but (*it's, its*) the only way to solve the problem.

Review C Correcting Sentences by Adding Apostrophes

Identify each word that needs an apostrophe in the following sentences. Then, correctly write the word.

EXAMPLE 1. Werent you the one who said you didnt like eggplant?
1. *Weren't; didn't*

1. Whos going to be at Leon and Joshs party?
2. Lets hide and see whether theyll look for us.
3. I cant find the calamata olives and the feta cheese for the Greek salad.
4. Is the doctors appointment at nine oclock?
5. Cleve doesnt have time to mow both David's and Rays lawns.
6. The parents faces brightened as their children crossed the stage.
7. Were lucky that that dogs howls didn't awaken them.
8. Im trying to follow Pauls map to Jeans house.
9. Its extremely cold; therefore, I dont think you should go skiing.
10. Elise couldnt remember the characteristics of the tiger in the Chinese zodiac.
11. After track practice, hes going to record his best times.
12. It doesnt matter to me, but shes adamant about making her point.
13. We dont know whos batting next.
14. Im going to the dance with my best friend.
15. The Salvation Armys office is organizing the benefit concert.
16. Nothings going to stop them from playing volleyball after school.
17. You must stir the ingredients until theyre well blended.
18. After spending two weeks in Italy, Mary didnt want to come home.
19. Mom, please hang Teds jacket next to yours.
20. Youre responsible for counting the money.

Plurals

25h. Use an apostrophe and an *s* to form the plurals of numerals, symbols, all lowercase letters, some uppercase letters, and some words referred to as words.

EXAMPLES Most of your cursive *u*'**s** and *U*'**s** are the same size.

Mr. Carr suggested that I replace some of the *so*'**s** in my paper with other words.

These *2*'**s** look like *7*'**s**.

It appears that the author has confused @'**s** and &'**s**.

Note that in the first example, the plurals of *u* and *U* could be misread as *us* and *Us* if the apostrophes were omitted. In the second example, the plural of *so* could be misread as the acronym *sos* if the apostrophe were omitted.

Reference Note

For more on forming the **plurals of numerals, symbols, letters, and words referred to as words,** see page 789.

STYLE TIP

Many writers add only an *s* to some of the kinds of plurals listed in Rule 25h. However, using both an apostrophe and *s* is not wrong and may be necessary to make your meaning clear. Therefore, it is a good idea always to include the apostrophe.

Be sure to use apostrophes consistently.

EXAMPLE

Are those *I*'**s** or *L*'**s**?

[Without an apostrophe, the plural of *I* would spell the word *Is*. Since an apostrophe and *s* are used to form the plural of one letter, an apostrophe and *s* are used with the other letter for consistency.]

MECHANICS

Review D Correcting Sentences by Adding Apostrophes

For each of the following sentences, write all the items needing apostrophes, and add the apostrophes.

EXAMPLE 1. You may agree with the school boards decision, but I dont.

1. school board's; don't

1. Are these &s or 8s?
2. You forgot that there are two *a*s at the beginning of *aardvark*.
3. My stepsister graduated from high school in 97 and graduated from college in 01.
4. Lewis Carrolls novel *Alices Adventures in Wonderland* was originally called *Alices Adventures Underground*.
5. Whos going to change the babies diapers?
6. After school were going to visit his sister; shes in St. Marys Hospital.
7. Did you write *o*s or *0*s in the margin?
8. Its been six weeks since I checked the cars oil and its tires.
9. Your story would be better if youd remove about ten *very*s.
10. She learned the Hawaiian alphabets twelve letters, but Max didnt.

Hyphens

Word Division

25i. Use a hyphen to divide a word at the end of a line.

EXAMPLE How long had the new museum been under construction before it was opened?

When dividing a word at the end of a line, keep in mind the following rules:

(1) Do not divide a one-syllable word.

INCORRECT After a long journey the Spanish explorers reached their destination.

CORRECT After a long journey the Spanish explorers reached their destination.

CORRECT After a long journey the Spanish explorers reached their destination.

(2) Divide a word only between syllables.

INCORRECT The fans stood and cheered while the band was playing the victory song.

CORRECT The fans stood and cheered while the band was playing the victory song.

(3) Divide an already hyphenated word only at the hyphen.

INCORRECT My stepsister Melissa plans to take a course in self-defense.

CORRECT My stepsister Melissa plans to take a course in self-defense.

INCORRECT Ms. Malamud always seems to have such a happy-go-lucky attitude.

CORRECT Ms. Malamud always seems to have such a happy-go-lucky attitude.

CORRECT Ms. Malamud always seems to have such a happy-go-lucky attitude.

(4) Do not divide a word so that one letter stands alone.

INCORRECT In the gloomy twilight, we had caught a momentary glimpse of them.

CORRECT In the gloomy twilight, we had caught a momentary glimpse of them.

HELP

If you are not entirely sure about the ***syllabication*** of a word—that is, the division of a word into syllables—look up the word in a dictionary.

TIPS & TRICKS

Generally, a word containing double consonants may be divided between the double consonants.

EXAMPLES
cor-rect begin-ning

Generally, a word with a prefix or suffix made up of more than one letter may be divided between the prefix and the base word (or root) or between the base word and the suffix.

EXAMPLES
semi-circle pro-mote
peace-ful sign-ing

MECHANICS

Exercise 5 Using Hyphens to Divide Words at the Ends of Lines

Write each of the following words, adding hyphens in each place where you could divide the word at the end of a line. If a word should not be divided, write *no hyphen.* If you are unsure where to divide a word, look in a dictionary.

EXAMPLE 1. harmonious
1. har-mo-ni-ous

1. Olympic
2. algebra
3. toast
4. pemmican
5. drummer
6. alert
7. someone
8. Honduras
9. reservation
10. ditch
11. circle
12. traveling
13. kudzu
14. satisfaction
15. donation
16. mansion
17. topography
18. greet
19. self-esteem
20. Johnny-come-lately

Compound Words

Some compound words are written as one word (*blueberry*); some are hyphenated (*blue-collar*); and some are written as two or more words (*blue jay, Blue Ridge Mountains*).

Whenever you are not sure about the spelling of a compound word, look up the word in an up-to-date dictionary.

25j. Use a hyphen with compound numbers from *twenty-one* to *ninety-nine* and with fractions used as modifiers.

EXAMPLES **twenty-seven** students

a **two-thirds** majority

25k. Use a hyphen with the prefixes *all–, ex–, great–,* and *self–;* with the suffixes *–elect* and *–free;* and with all prefixes before a proper noun or proper adjective.

EXAMPLES

all-purpose	detergent-**free**
ex-president	**anti-**Stalinist
great-grandmother	**mid-**December
self-control	**non-**Francophile
secretary-**elect**	**pro-**American

STYLE TIP

The prefix *half* often requires a hyphen, as in *half-life, half-moon,* and *half-truth.* However, sometimes *half* is used without a hyphen, either as part of a single word (*halftone, halfway, halfback*) or as a separate word (*half shell, half pint, half note*). If you are not sure how to spell a compound containing *half,* look up the word in a dictionary.

25l. Hyphenate a compound adjective when it precedes the noun it modifies.

EXAMPLES a **well-organized** trip [but *a trip that was well organized*]

an **after-school** job

Do not use a hyphen if one of the modifiers is an adverb ending in *ly*.

EXAMPLE a **perfectly good** answer

NOTE Some compound adjectives are always hyphenated, whether they precede or follow the nouns they modify.

EXAMPLES a **down-to-earth** person

a person who is **down-to-earth**

If you have any doubt about whether a compound adjective is hyphenated, look up the word in an up-to-date dictionary.

Exercise 6 Hyphenating Words Correctly

For each of the following sentences, write and hyphenate the compound words that should be hyphenated.

EXAMPLE 1. The host of that late night show interviewed an expert on Italy's pre Renaissance years.

1. *late-night; pre-Renaissance*

1. Ex students were not allowed at the festively decorated prom party.
2. His self confidence faded when he forgot his well planned speech.
3. Twenty five students said they had never heard of the well traveled Overland Trail to California.
4. Three fourths of the class voted, and the proposal was defeated by a seven tenths majority.
5. Our governor elect was once an all American football player.
6. In our debate on the United Nations, the pro UN side defeated the anti UN side.
7. General Colin Powell, who is a former resident of the Bronx, spoke quite eloquently about the importance of self determination.
8. Christopher's test scores ranked in the eighty eighth percentile.
9. You must turn in your reports by mid November.
10. My uncle's recipe for halftime nachos calls for fat free cheese and spicy salsa.

STYLE TIP

Although you may see a variety of spellings for some words with prefixes (*reelect, re-elect*), the preferred style today is to use no hyphen between most prefixes (except those indicated in Rule 25k) and the base word.

EXAMPLES

bimonthly reexamine
antihero nonessential

Be sure to include the hyphen, however, when one is necessary to prevent confusion or awkwardness.

EXAMPLES

re-creation [to prevent confusion with *recreation*]

pro-offshore drilling [to prevent awkwardness of *prooffshore*]

Dashes

Sometimes a word, phrase, or sentence is used parenthetically; that is, it breaks into the main thought of a sentence. Most parenthetical elements are set off by commas or by parentheses.

EXAMPLES Felipe**, however,** had a better idea.

Her suggestion **(that we serve fruit and cheese instead of junk food)** was approved unanimously.

Sometimes, though, such elements call for a sharper separation from the rest of the sentence. In such cases, dashes are used.

25m. Use a dash to indicate the beginning and the end of an abrupt break in thought or speech or to indicate an unfinished thought.

EXAMPLES The party—I'm sorry I forgot to tell you—was not changed to next week.

"What I meant was—" Vonda began as the doorbell rang.

25n. Use a dash to mean *namely, that is,* or *in other words,* or to otherwise introduce an explanation. Also, use a dash after the explanation if the sentence continues.

EXAMPLES Our family owns two vehicles—a station wagon and a pickup truck. [*namely*]

The weather was unseasonably warm—in the low eighties—for February. [*that is*]

NOTE Either a dash or colon is acceptable in the first example for 25n.

Parentheses

25o. Use parentheses to enclose informative or explanatory material of minor importance.

EXAMPLES The Temple of the Magician (I never thought I'd actually see it) rose majestically against the purple sky of Uxmal, in the Mexican Yucatán.

Eleanor Roosevelt (1884–1962) helped draft the Universal Declaration of Human Rights.

MECHANICS

COMPUTER TIP

When you use a word processor, you can indicate a dash with two hyphens. Do not leave a space before, between, or after the hyphens. When you write by hand, use an unbroken line about as long as two hyphens.

STYLE TIP

Dates in parentheses after a person's name indicate the years of that person's birth and death. If the person is still alive, put the closing parenthesis immediately after the dash.

EXAMPLE
George Lucas (1944–) was born in Modesto, California.

Be sure that the material enclosed in parentheses can be omitted without affecting the intended meaning or basic structure of the sentence.

NCORRECT When my six-year-old cousin said ("It's the first inning"), the rest of us watching the football game started laughing.

CORRECT When my six-year-old cousin said, **"It's the first inning,"** the rest of us watching the football game started laughing.

NCORRECT I sent the package on October 12 (that was ten days ago via express mail.)

CORRECT I sent the package on October 12 **(that was ten days ago)** via express mail.

A sentence enclosed in parentheses may fall within another sentence or may stand by itself.

(1) A parenthetical sentence that falls within another sentence

- does not begin with a capital letter unless it begins with a word that should be capitalized
- does not end with a period but may end with a question mark or exclamation point

XAMPLES When we reached Shaker Heights **(it's just outside Cleveland),** we met our cousins for dinner.

The John Hancock Tower **(isn't it in Boston?)** was designed by I. M. Pei.

OTE Generally, when parenthetical material falls within a sentence, punctuation does not precede the opening parenthesis but may follow the closing parenthesis.

NCORRECT Reading the novel by Samuel Clemens, (better known as Mark Twain) I learned much about American society in the nineteenth century.

CORRECT Reading the novel by Samuel Clemens (better known as Mark Twain)**,** I learned much about American society in the nineteenth century. [The comma following the closing parenthesis is used to set off the introductory participial phrase.]

(2) A parenthetical sentence that stands by itself

- begins with a capital letter
- ends with a period, a question mark, or an exclamation point

STYLE TIP

Too many parenthetical expressions in a piece of writing can distract the reader from the main idea. Keep your meaning clear by limiting the number of parenthetical expressions you use.

EXAMPLES On the scoring sheet, mark your answers with a lead pen **(Do not use ink.)**

In 1996 he won another gold medal for the high dive. **(That was his ninth!)**

Follow these guidelines for determining when to use commas, dashes, and parentheses to enclose parenthetical material:

1. Remember that only material that can be omitted without chang the basic meaning or structure of the sentence is considered parenthetical.
2. Use commas to set off parenthetical material that is closely relat to the rest of the sentence.

EXAMPLE We rehearsed for the show, a wonderful musical comed

3. Use a dash to indicate the beginning and the end of an abrupt change in thought or to indicate an unfinished thought.

EXAMPLE We rehearsed for the show—which many called the mus event of the year!

4. Use parentheses to indicate that the parenthetical material is of minor importance.

EXAMPLE We rehearsed for the show (at least those of us who co remember our lines did).

5. Don't overuse parenthetical material, or you may confuse your rea

COMPUTER TIP

With the search-and-replace function of a word-processing program, you can check your writing for the incorrect or inappropriate uses of apostrophes, hyphens, dashes, and parentheses. Take full advantage of such a program when you are proofreading your work.

MECHANICS

Brackets

25p. Use brackets to enclose an explanation or added inform within quoted or parenthetical material.

EXAMPLES The secretary of state, in her speech, said: "Diplomatic efforts seek to establish talks between the two nations [North and South Korea]." [The words are enclosed in b ets to show that they have been inserted into the quot and are not the speaker's words.]

The faltering performance of the Russian economy in r years has caused fluctuations in the world's financial m kets. (See page 15 [Graph 1A] for a chronology.)

Exercise 7 Correcting Sentences by Using Dashes, Parentheses, and Brackets

Rewrite the following sentences, adding dashes, parentheses, and brackets where they are needed. If a sentence is already correct, write *C*.

EXAMPLE 1. Garth Brooks and Shania Twain I have every one of their albums have won many awards.

1. Garth Brooks and Shania Twain (I have every one of their albums) have won many awards.

1. "Yankee Doodle" it was the unofficial United States anthem at the time was played after the signing of the Treaty of Ghent.
2. While standing at the top of Pikes Peak, Katherine Lee Bates wrote the words to the song "America the Beautiful."
3. Lauryn Hill I love her songs! gave a concert here, and it sold out.
4. There were three original members of the Sons of the Pioneers Roy Rogers his real name was Leonard Slye, Bob Nolan, and Tim Spencer.
5. Linda Ronstadt has recorded many kinds of music, including rock, songs from the 1930's and 1940's, and Mexican tunes.
6. The Beatles used several names Foreverly Brothers, the Cavemen, the Moondogs, and the Quarrymen before they became the Beatles.
7. Last night's concert was about average the songs were good, but the singers were uninspired.
8. Cathy said, "I will listen to one of your CDs Mozart's *Requiem*, perhaps if you will listen to one of Lenny Kravitz's CDs."
9. Bob Dylan (1941– born Robert Allen Zimmerman) wrote "Blowin' in the Wind."
10. Whitney Houston's version of "The Star-Spangled Banner" have you heard it? wouldn't Francis Scott Key be pleased? was a hit.

HELP

Some sentences in Exercise 7 have more than one possible answer. You need to give only one answer for each sentence.

Review E Proofreading for Errors in Punctuation

Each of the following sentences contains at least one error in punctuation. Correct the errors by adding apostrophes, hyphens, dashes, parentheses, and brackets where they are needed.

EXAMPLE 1. Dont you ever wonder I frequently do about who invented different kinds of machines and tools?

1. Don't you ever wonder—I frequently do—about who invented different kinds of machines and tools?

or

Don't you ever wonder (I frequently do) about who invented different kinds of machines and tools?

HELP

Although two possible answers are given for the example in Review E, you need to give only one answer for each sentence.

1. Both Trishs and Roberts reports the ones required for social studies were about the shoe industry.
2. Trish said that she chose the subject because at least seventy five percent of the world's students wear shoes.
3. I thought the other report the one Robert gave on the invention of the lasting machine was more interesting, though.
4. Robert wrote, "The lasting machine (its parts are numbered in the patent drawing provided see the picture below) changed the shoe industrys future."
5. The machines inventor the distinguished looking young man pictured below was Jan Matzeliger.
6. He came to the United States from Dutch Guiana now Suriname before 1880 and found work as a shoemakers apprentice.
7. Matzeliger wasnt happy with how much of the workers time was spent putting shoes together.
8. Within ten years time he perfected a machine that shaped leather for the upper shoe and attached it to the sole.
9. Matzeligers patent for this much needed machine was granted in 1883.
10. The United Shoe Manufacturing Companys decision to buy the machine ultimately gave that company control of the United States shoe market.

MECHANICS

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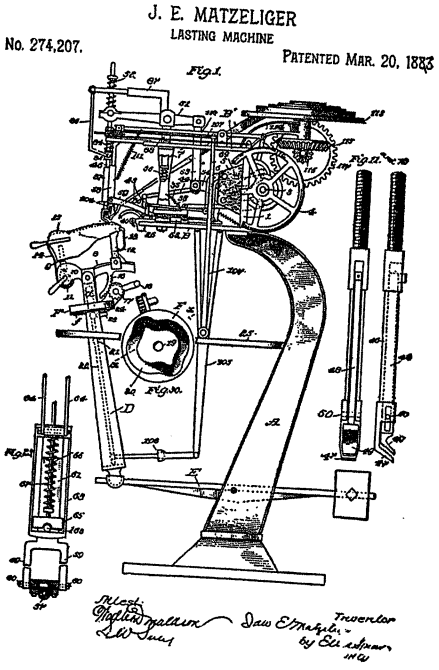

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Chapter Review

HELP—
Some sentences in the Chapter Review contain more than one error.

A. Using Apostrophes and Hyphens Correctly

Add or delete apostrophes and hyphens as necessary in the following sentences.

1. The towns record on supporting youth projects has been good.
2. The wet, muddy boots were lined up outside the door to the house.
3. Only fifty three people went to our ballet recital, and thirty of them were our relatives.
4. Everyones favorite performer was certainly the man in the turtleneck.
5. Christophers writing is hard to read because his *a*s look like *o*s.
6. The womens basketball team, which is coached by an ex Laker, has run up quite an impressive string of victories.
7. Sampson and Smiths French Bakery, which displays its pas tries in the window, is around the corner from my house.
8. Mr. Millers watercolors dont appeal to me, but they were given the jurys highest award.
9. Approximately twenty out of twenty five students agree that self esteem is among the most important personal qualities.
10. To verify safety standards, we have compared twenty-seven sport utility vehicles.
11. Theres someone at the door, and were already late for school!
12. Hes used too many *therefore*s in his sentences to get an A on his composition.
13. There are three 5s and four 8s missing from your answer's.
14. My sister in laws job is selling childrens sportswear.
15. The Jameses address contains four 7s.

B. Using Dashes, Brackets, and Parentheses Correctly

Add dashes, brackets, and parentheses where they are needed in each of the following sentences. Do not add commas or colons.

16. My cousins like many of Charley Pride's songs his "Crystal Chandeliers" is their favorite.

17. This report contains information about agriculture in those three South American countries Brazil, Argentina, and Colombia see Graph 3A on pp. 24–25.
18. I read the wrong chapter for my homework a disastrous mistake!
19. Mary Ellen Jefferson, a former district attorney, will speak at Thursday's assembly I'll have to miss gym class and will address the topic of student rights.
20. Bessie Coleman I read an article about her was the first licensed African American pilot.

C. Writing the Possessive Forms of Nouns

Write the singular possessive and plural possessive form of each of the following nouns.

21. house
22. computer
23. uncle
24. coach
25. cow
26. president
27. trellis
28. goose
29. wife
30. theory

D. Proofreading a Paragraph for Errors in Punctuation

Each sentence in the following paragraph contains at least one error in punctuation. Correct the errors by adding or deleting apostrophes, hyphens, dashes, and parentheses.

[31] The kangaroo, possibly Australias most famous indigenous animal, is a marsupial, a kind of mammal. [32] Marsupial's offspring are born extremely undeveloped. [33] A newborn joey a baby kangaroo measures only about one inch long. [34] A kangaroos pouch the pocket like opening in the mother's belly where the joey completes its development is one of the animal kingdoms' most unusual features. [35] With their huge hind feet, long tails, and small, deer like heads, kangaroos are among the worlds' most distinctive creatures. [36] Kangaroos and wallabies their smaller cousins both belong to an animal family called macropods the name means "big foot" in Latin which includes other animals such as the so called hare wallaby, the bettong, and the potoroo. [37] Kangaroo's life spans vary from six to eight years, on average. [38] They have few enemies and are protected by Australias no poaching laws. [39] Theyre fast, too; large specimens top speed is as