

## CTBS Mechanics Practice #1

**When given a list or series of three or more items always use a comma.**

**Examples:**

She bought a pair of shoes, socks, and pants.

Michael jumped over the bush, into the fence, and then ran through the street.

I smile, I cry, and I shout.

**In some cases lists will begin with a colon : to show a group of items in a series.**

**Examples:**

The teachers are: Mrs. Bullock, English; Mr. Beasley, Social Studies; and Mr. Decker Biology.

Some of the most popular music includes: Michael Jackson, Britney Spears, and Korn.

**Try the problems below and see if you can use the correct punctuation for the series given.**

1. I need to buy several things at the store including peanuts broccoli spinach and cheese.
2. When I was little, I was so fond of dancing swimming and anything fun.
3. She walked on her toes spun twice and then fell to the floor.
4. He carried the dog through the woods over a pond and into the house.
5. The information given contains directions ingredients and questions.
6. I am going to need emergency supplies such as bottled water a flash light and batteries.
7. She brought pencils paper and etc.

**Please be familiar with the correct use of italics and underlining when discussing books, poems, plays, and magazines.**

**Use italics, or underline with books, magazines, bulletins, pamphlets, plays, and long poems.**

**For a magazine article, short poem, and a chapter of a book use quotations ONLY.**

**Example:**

Of Mice and Men     *Of Mice and Men*

King Lear             *King Lear*

Monsters Inc.         *Monsters Inc.*

Do not use italics or underline titles for articles, chapters, or short poems.

Example:

“Athletics Take the Yankees”

**Write five separate sentences with the information below.**

The Collected Poems of Emily Dickinson (book)

Hope (poem)

Fire (poem)

A Word (poem)

Romeo & Juliet (play)

Fight Club (movie)

The Color Purple (book)

Plane Crash in Queens (article)

- 1.
- 2.
- 3.

4.

5.

**A comma is often used with interjections and appositives. Make sure that you are familiar with both variations of comma use.**

**An interjection:**

An interjection is a thought separate from the main idea.

Yes, I would love to come to the party.

Oh boy, Oh boy, we have sure done it this time.

She was, well, rather excited.

He was, however, very interested.

**An appositive:**

An appositive is the use of two nouns, the second further identifying the first.

Susan, my friend, is in the orchestra.

Michael Jordan, the basketball player, was at the mall.

My father, a marine, is very strong.

**The following sentences are in need of correct comma usage, complete the punctuation needed.**

1. Oh darn we are going to miss the show.
2. Brian the funnyman laughs out loud at his own voice.
3. Nikky Lynn Brian's wife however wants a minivan.
4. The dog moreover chews the couch legs.
5. Close the door.
6. This my dear friend is funny.

**Quotations are a necessary part of understanding mechanics. When using quotations please be familiar with the correct punctuation and capitalization.**

**Example:**

"Yes," she said, "they want to buy your car."

"They are very interested in what you are doing," Mike announced.

Hilda screamed, "My friend wins!"

"I agree," he said. "What you say is quite true."

**Capitalize the first word of a direct quotation; do not capitalize the second part of a separated quotation unless it begins a separate sentence. Punctuation is used inside of quotations to separate the idea from the speaker, and vice versa.**

**Try the following examples using correct capitalization and punctuation.**

1. Marge screamed Henry there is a spider in the sink.
2. No! I screamed I do not want to get wet.
3. Did you do your homework? the teacher asked.
4. I thought that I told you to clean your room.

5. Well she asked are you late to class again?

Finally make sure that you are familiar with correct letter format. On a separate sheet of paper write a short letter to the president.

Your Name  
Your Address  
City, State ZIP Code  
Telephone #

Date

Recipients Name  
Recipients Address  
City, State ZIP Code

Dear Recipient:

Letter info.

Letter info.

Letter info.

Sincerely,

Your Signature

**Your Name**

Use the correct punctuation needed to fulfill the guidelines of the format above.