

## Review A: Semicolons and Colons

**EXERCISE A** In the following sentences, place semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** The view from the pass includes the following landmarks: Lake Geneva, except for the extreme eastern part, Geneva itself, including suburbs and outlying districts, and the entire chain of the Savoy Alps.

1. My father drinks black coffee, my mother prefers tea.
2. Dear Mrs. R. Volpe
3. All applicants for the job must furnish the following items of information, date of birth, grade in school, and names of two personal references.
4. We had all been warned about the test, nonetheless, few of us were prepared for it.
5. We should take Jerry out to lunch, he really came through for us on that project.
6. These three girls have been nominated for vice-president of the class Siobhan Reilly, Olive Caccione, and Sarah Golder.
7. It had rained all morning, at 1 00 P.M., however, the sun appeared.
8. I thought you had read the book, otherwise, I wouldn't have asked you about it.
9. The candidate finished her speech with a final comment "If I am elected, I will do everything in my power to fulfill the promises I have made."
10. Richard bought a new CD titled *Julian Bream The Ultimate Guitar Collection*.

**EXERCISE B** In the following sentences, place semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** Carol bought balloons, plates, and napkins, and Joel bought party hats and snacks.

11. John 3 16 is probably the most famous scripture in the Bible.
12. Jane went to the play with Cora, Peter, and David, and Alex, Jane's brother, went with Gary.
13. Felix didn't get to sleep until 2 30 A.M., he had to finish an important project.
14. Karen has traveled to many places Barcelona, Spain, London, England, and Sydney, Australia.
15. The new reporters on the staff of the school newspaper are Joaquín Sanders, a sophomore, and Leslie Crim, a junior, and Virgil Bates, a member of the senior class, is the new managing editor.

## Review B: Semicolons and Colons

**EXERCISE A** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** I can stay until 3:00 P.M., at 4:00 P.M. I am expected at home.

- Here are my New Year's resolutions to read more, to exercise more, and to eat fewer snacks.
- Dear Mrs. Kay
- At 5 45 P.M., Jocelyn and Theresa arrived at the auditorium. Jocelyn put up streamers, posters, and banners, and Theresa set up the sound equipment, chairs, and podium.
- Barry wants to title his autobiography *Barry Retrospective of a Great Man*.
- The applicant was very nervous during the interview, nonetheless, she got the job.
- Before making a hiring decision, the personnel director considered the following qualifications, work experience, educational background, and personality.
- The book was a conduit for her bad feelings, it gave her a more positive outlook.
- The three students who are vying for first place in the talent show are Marla Jones, a singer, Jerry Green, a pianist, and Leslie Ricardo, a dancer.
- I am an excellent swimmer, my brother, on the other hand, prefers skating.
- Three students received A's on the test Johnnie B. Baker, Toni Mancuso, and Rory Milano.

**EXERCISE B** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** A. Thomas is a very unusual author, she wrote her first book at the age of thirteen.

- Gary deserves to win his science project is clearly the best in the room.
- Henry prefers Italian food, Lisa prefers Chinese food.
- "Whither thou goest, I will go," as it says in Ruth 1 16.
- The last words of the dying pirate were mysterious "From the base of the torso tree, take long steps three. From that spot toward the shore, walk apace twenty more. There, if you stand at sunset's wane, you will see the shadow that leads to spoils and gain."
- I decided to decorate my room with some stuff I found in the attic a movie poster, which once belonged to my brother, an old New York Yankees pennant, the first pennant I bought with my own money, and a model of the original starship *Enterprise*.

## Review C: Semicolons and Colons

**EXERCISE A** Correct the punctuation in the following sentences by placing semicolons and colons where they are needed. If a sentence contains an incorrect comma, draw a caret (^) over the comma, and write the correct punctuation above the caret.

**Example 1.** The Bible reading began with John 14:27 and ended with Psalms 39:1–6.

1. Mr. Jackson's plane arrived twenty minutes late because of the dense fog, consequently, he missed the flight to Denver.
2. The Arthurs are not home, they've left for work.
3. Amy wanted to visit Tucson, San Diego, and Austin, but Helen wanted to visit Seattle, Las Vegas, and Phoenix.
4. The meeting is scheduled for 3 30 this afternoon please don't be late.
5. The following committees will report budget, membership, awards, and programs.

**EXERCISE B** Insert semicolons and colons where necessary in the following letter.

**Example [1]** Are you familiar with *Sharing the Universe: Perspectives on Extraterrestrial Life?*

[6] Dear Sir or Madam

[7] I am preparing a report on SETI, or the Search for Extraterrestrial Intelligence, and I would like to be as well prepared as possible. I have already read *We Are Not Alone The Continuing Search for Extraterrestrial Intelligence* by Walter Sullivan. [8] My science teacher has recommended that I get your opinion on SETI. She has also suggested that I read books by the following authors Carl Sagan, Frank Drake, and Jean Heidmann.

[9] I know that not all scientists are optimistic about the chances for extraterrestrial life the book *Rare Earth Why Complex Life Is Uncommon in the Universe* makes the case that earth is the only place in the universe where animal life lives. [10] I am eager to learn about your views on SETI. Thank you for your time I hope to hear from you soon!

Yours sincerely,

Arundhati Chandrasekhar

## Proofreading for Semicolons and Colons

Good writers are generally good proofreaders. Readers tend to admire and trust writing that is error-free. Make sure that you correct all errors in grammar, usage, spelling, and punctuation in your writing. Your readers will have more confidence in your words if you have done your best to proofread carefully.

Semicolons and colons give signals to your readers about the relationships between ideas. Both can help you make long, complex sentences more comprehensible. When writing instructions, be sure to proofread carefully to ensure the correct use of semicolons and colons.

### PROOFREADING ACTIVITY

The following set of instructions contains several errors in the use of semicolons and colons. Use proofreading symbols such as those on page 958 of *Elements of Language* to make your corrections.

#### Chelsea's Chocolate Cookie Cheesecake; A Fast and Easy Recipe

Would you like to make a dessert that's light on the calories; as well as the preparation time? This recipe requires only a few ingredients and about fifteen minutes however; the result is a delicious and impressive *pièce de résistance*.

You will need the following ingredients 2 eggs,  $\frac{1}{2}$  cup of sugar, 2 eight-ounce packages of cream cheese, and 1 teaspoon of vanilla. You will also need: a commercially prepared pie crust made of chocolate cookies, indeed, the crust is what makes the dessert so special.

Prepare the filling as follows; mix the cream cheese, vanilla, and sugar with an electric mixer, then, mix in the eggs until everything is well blended. Pour the filling into the pie crust, bake it for 40 minutes in an oven preheated to 400 degrees. After baking the cheesecake, put it in the refrigerator for at least 3 hours, the cheesecake needs plenty of time to cool. Then—*voilà*—the cheesecake is ready to serve!