Coordination Practice

Please combine the sentences below, adding commas and semicolons where necessary. Use the strategy in the box next to each group of sentences.

1. Keri has a bad toothache.
   Keri needs to go to the dentist.

2. The angry customer shouted at the clerk.
   The customer stomped out of the store.

3. Mr. Jackson left the garage open.
   His wife remembered to close it.

4. Jill has very bad migraines.
   Jill sometimes misses work.

5. Karen made a lovely dinner.
   Karen forgot to make dessert.

1. The tourists visited several museums today.
   The tourists will see a play tonight.

2. The baseball team has practiced for weeks.
   The team has its first game tomorrow.

3. Joe loves to drive.
   Joe recently bought a new truck.

1. The new computer looks impressive.
   No one can figure out how to use it.

2. The cruise ship visits many exotic places.
   The cruise ship stops at the Galapagos Islands.

3. Madonna has recorded a number of hit songs.
   Madonna has not been successful as an actress.

4. The teacher forgot to give a quiz.
   Her students were very upset.

5. Lucas has many admirable qualities.
   Lucas never lies to his friends.
Semicolons

1. A semicolon is used between two *closely related* independent ideas that are *not* joined with a coordinate conjunction. To use a semicolon correctly, you must also be able to use a period in its place.

   *Two students waited in line in the Admissions Office; they were hoping to register in English 21.*

   *Two students waited in line in the Admissions Office. They were hoping to register in English 21.*

2. A semicolon is also used between two related independent ideas separated by a transitional expression. In addition, a comma is used after the transitional expression. Some of these transitions include the following:

<table>
<thead>
<tr>
<th>consequently</th>
<th>furthermore</th>
<th>however</th>
<th>indeed</th>
<th>in fact</th>
</tr>
</thead>
<tbody>
<tr>
<td>likewise</td>
<td>moreover</td>
<td>nevertheless</td>
<td>otherwise</td>
<td>therefore</td>
</tr>
<tr>
<td>on the other hand</td>
<td>on the contrary</td>
<td>for example</td>
<td>no doubt</td>
<td>as a result</td>
</tr>
<tr>
<td>as a matter of fact</td>
<td>by the way</td>
<td>fortunately</td>
<td>in addition</td>
<td>in general</td>
</tr>
</tbody>
</table>

   *Complete course descriptions appear in the college catalog; in addition, brief descriptions are printed in the schedule of classes.*

   *In general, a prerequisite course must be completed prior to enrollment in an advanced course; however, concurrent enrollment is acceptable in some cases.*

3. While items in a series are usually separated with commas, a series with *internal punctuation* requires special handling. If one or more of the items contain internal commas, use semicolons between each of the items.

   *Students from Honolulu, Hawaii; Dallas, Texas; and Los Angeles, California, attended the conference last week.*

   *The committee members include Logan Mason, a retired police officer; Sandy Theodore; and Martha Flores.*
Semicolon and Comma Practice

A. Please add semicolons to the following sentences.

1. Sylvia went to work at Mission College she is hoping to be promoted this year.
2. William bought a new computer he needs to learn how to use it.
3. Ms. Chandro is our supervisor she must be notified of any absence or tardiness.
4. The Academic Senate meets this Tuesday its members hope to resolve this issue.
5. Phyllis Smythe will attend the ACCTLA conference she will present an important paper.

B. Please add commas and semicolons to the following sentences.

1. The report will be widely available Tuesday however our office will get a copy on Monday.
2. The new schedule will be out soon consequently we will need to add counseling sessions.
3. Ian wrote a new grant in addition he will revise the grant that Luther wrote.
4. Mr. Hughes however did not attend the meeting last month.
5. It was raining therefore the students did not go to the baseball game.

C. Tricky semicolon practice. Add commas and semicolons to these items in a series.

1. Patrick traveled to Dallas Texas Sacramento California and Orlando Florida.
2. The winners included Sylvia Martin Reprographics Dave Lawrence Academic Affairs and Lola Fontana Admissions.
3. Some of the presenters were Dave Smithers Pasadena College Hugh Jones Mission College and Perdita Del Real College of the Canyons.
4. We interviewed Ken Casey an attorney Martina Maslow a child psychologist and Hector Juarez a kindergarten teacher.
5. My sister has lived in Paris France Tokyo Japan and Orlando Florida.
Practice with Transitions

Please combine the following pairs of sentences using transitions and appropriate punctuation.

Ex: Jill has been dating Joey for three months. Jill decided to break up with him last night.

Jill has been dating Joey for three months; however, she decided to break up with him last night.

1. Jeff moved to Seattle recently.
   Jeff is not happy with the rainy weather.

2. Lynn lost her keys to her apartment.
   Lynn climbed in a window.

3. The teacher assigned two lessons for homework.
   The teacher forgot to announce a quiz.

4. Ted has a terrible headache.
   Ted hopes to leave work early.

5. Several windows in the house were broken.
   Nothing seemed to be missing.

6. Las Vegas has many beautiful hotels and casinos.
   It can be very expensive to stay there.

7. Patty missed several days of class.
   Patty did not do well on her quiz.

8. Several cars collided on the freeway.
   At least three people were injured.

9. Carl is considering starting a new business.
   Carl is not sure that he has enough capital.

10. Prentiss completed a ten-day training seminar.
    He did not find the class useful or rewarding.
Sentence Combining Exercise

1. Margo loves to travel.  
   Margo recently went to Paris and London.

2. Jeffrey designs swimming pools and landscaping.  
   Jeffrey owns a successful company.

3. Mr. Davis bought a new wool suit.  
   Mr. Davis has an important job interview.

4. Three armed men robbed the bank on Sayre Street.  
   Later the men were arrested by the police.

5. Katherine wants to marry her boyfriend.  
   Katherine’s boyfriend would rather not get married.

6. Several men stood in line at the market.  
   The men discussed the football game last weekend.

7. The new computer is very expensive.  
   The new computer can record DVD’s.

8. Some of the students were late to class.  
   Some of the students missed the quiz.

9. Luther is writing an important paper for his health class.  
   Luther wants to borrow his friend’s new computer.

10. Two of the assistants asked for the day off.  
    Their manager was angry and upset.

11. The new brochure contained several errors.  
    Nobody noticed the errors.

12. Paul is going to retire soon.  
    Paul’s coworkers are planning a big retirement party for him.

13. Mrs. Pattison assigned several homework assignments.  
    Mrs. Pattison didn’t have time to correct them.

14. The speeding car crashed into a huge truck.  
    Nobody was injured.

15. Sam completed each of his assignments.  
    Sam watched television for a few hours.
Appositives

Another way of combining sentences is to create an appositive. An appositive is a noun that directly follows and renames another noun. For example,

Sofia is my older sister.
Sofia has moved into the apartment next door.

NS  Appositive  Vi_____
Sofia, my older sister, has moved into the apartment next door.

Very occasionally, appositives can appear before a noun. For example,

Appositive  NS  LV
An intelligent lawyer, Ms. Smith was able to win the case.

Appositives can be restrictive or nonrestrictive. Remember, restrictive elements do not need commas—they are essential for the identification of the noun. Nonrestrictive elements are considered nonessential for the identification of the noun; they contain extra, unnecessary information that interrupts the flow of the sentence, so they are enclosed in commas.

Restrictive

NS  Ap.  V_____
My friend Betty has borrowed my textbook.

NS  Ap.  V_____
His cousin Louis will be singing in his wedding.

Nonrestrictive

NS  Appositive  V_____
Michael, the director of the program, is hiring a clerk.

NS  Appositive  V
A tsunami, or tidal wave, engulfed the Japanese coast.
Appositives

Please combine the following pairs of sentences by changing one sentence into an appositive. Be sure to punctuate correctly.

Ex. Dr. Maria Lopez wrote a book about geology.
Dr. Maria Lopez is an instructor at Mission College.

Dr. Maria Lopez, an instructor at Mission College, wrote a book about geology.

1. Jennifer has written many useful programs.
Jennifer is our new office manager.

2. Lola Montez purchased three textbooks.
She is a student in Professor Lee's class.

3. Jaime is trying to improve the payroll system.
He is the senior office clerk.

4. This old textbook has some useful exercises.
The textbook is *Writing in the Workplace*.

5. My friend is going to Hawaii for three weeks.
My friend is Martin Guerrero.

6. My oldest sister will begin a new job Friday.
My sister's name is Brenda.

7. Gaby is a volunteer at the Learning Center.
Gaby plans to become a lawyer.
8. Her vacation will cost a great deal of money.  
    Her vacation will be a trip to the Bahamas.

9. The yellow car crashed into the wall.  
    The yellow car is a Toyota Camry.

10. The grand prize is a round-trip plane ticket to New York.  
    Sandra won the grand prize.
Unit 7 Sample Quiz A

Please review the following sentences. If the sentence is correct, place a C in the blank. If the sentence contains a punctuation error, please revise the sentence.

1. Ted worries about his health so he takes many different vitamins every day.
   

2. Kelly and her older sister got an apartment together they’re not getting along very well.
   

3. The house was robbed sometime last night but nobody saw anything suspicious.
   

Please define the following terms.

1. run-on ________________________________

2. comma splice ________________________________

Please review the following sentences. If the sentence is correct, place a C in the blank. If the sentence contains a punctuation error, please revise the sentence.

1. The police finished writing her paper but forgot about her math test. ____

2. The teacher spoke to two students graded several papers and made some calls. ____

3. Patty loves to go camping and hiking unfortunately she has little free time. ____

4. After the explosion the firefighters cleared the building they administered first aid to the victims. ____

5. Lola does not have very much time. She manages nevertheless to finish all her work. ____
Unit 7 Sample Quiz B

Please review the following sentences. If the sentence is correct, place a C in the blank. If the sentence contains a punctuation error, please revise the sentence.

1. The Davises wanted to move to Florida but they could not find jobs there.

2. Prentice and his brother started a landscaping business, they are doing very well now.

3. The tornado struck a small Texas town many homes and businesses were damaged.

Please define the following terms.
1. run-on
2. comma splice

Please review the following sentences. If the sentence is correct, place a C in the blank. If the sentence contains a punctuation error, please revise the sentence.

1. The witness gave his account of the incident but did not answer any questions. __

2. The teacher spoke to two students in addition she graded several papers and made some calls. __

3. Patty loves to take long walks but she has little free time. __

4. During the robbery police surrounded the bank they arrested three men for the crime. __

5. Francis MacGee the famous attorney spoke to the owner of the building last Monday. ___
Unit 7 Sample Quiz C

Please review the following sentences. If the sentence is correct, place a C in the blank. If the sentence contains a punctuation error, please revise the sentence.

1. Last night the Ramirezes were in a serious car accident several people were injured.

2. Paul and I went to a concert in Los Angeles, we did not enjoy the music at all.

3. An earthquake struck a city in Japan many homes and businesses were damaged.

Please define the following terms.

1. run-on

2. comma splice

Please review the following sentences. If the sentence is correct, place a C in the blank. If the sentence contains a punctuation error, please revise the sentence.

1. The Foxes went camping for several days unfortunately they became very sick. ___

2. The lawyer consulted with two clients appeared at a trial and spoke to the press. ___

3. Julia Clark interviewed several applicants but did not offer the job to anyone. ___

4. Robert B. Parker the famous mystery writer spoke to the book club last week. ___

5. During the trial the attorneys interviewed a number of witnesses and they presented their final argument. ___