

Punctuation/Commas II

Choose the sentence or question that has the correct comma placement.

1.
 - A. The doctor performed the latest procedure quickly smoothly, and skillfully.
 - B. The doctor performed, the latest procedure, quickly smoothly and skillfully.
 - C. The doctor performed the latest procedure quickly, smoothly, and skillfully.
 - D. The doctor, performed the latest procedure, quickly, smoothly, and skillfully.

2.
 - A. Please obey the garage rules by not running, shouting, or smoking.
 - B. Please, obey the garage rules by not running shouting, or smoking.
 - C. Please obey the garage rules, by not running, shouting, or, smoking.
 - D. Please obey, the garage rules, by not running, shouting, or smoking.

3.
 - A. The instructor, entered the classroom, walked to his desk, and put down his briefcase.
 - B. The instructor entered the classroom walked to his desk, and put down his briefcase.
 - C. The instructor entered, the classroom, walked to his desk, and put down his briefcase.
 - D. The instructor entered the classroom, walked to his desk, and put down his briefcase.

4.
 - A. Please send your application, for employment, to King Industries, 333 Brian Street, Houston Texas, 18453.
 - B. Please send your application for employment to King Industries, 333 Brian Street, Houston, Texas 18453.
 - C. Please send your application for employment to King Industries 333, Brian Street Houston Texas, 18453.
 - D. Please, send your application for employment, to King Industries, 333 Brian Street, Houston, Texas 18453.

5.
 - A. The technician's explanation did reveal, quite readily, a thorough knowledge of the machine.
 - B. The technician's explanation did reveal, quite, readily, a thorough knowledge of the machine.
 - C. The technician's explanation, did reveal, quite readily, a thorough knowledge of the machine.
 - D. The technician's explanation did reveal, quite readily, a thorough, knowledge of the machine.

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6. A. If an employee, believes that unsafe conditions exist, in an auto shop, a complaint can be made to OSHA.
- B. If an employee believes that unsafe conditions exist in an auto shop, a complaint can be made to OSHA.
- C. If an employee believes, that unsafe conditions exist, in an auto shop a complaint, can be made to OSHA.
- D. If an employee believes that unsafe conditions exist, in an auto shop, a complaint, can be made to OSHA.
7. A. Our carpentry instructor Mr. Mace, always makes sure, that the source of electric power is the correct voltage for the tool.
- B. Our, carpentry, instructor Mr. Mace, always makes sure that the source of electric power is the correct voltage for the tool.
- C. Our carpentry instructor, Mr. Mace, always makes sure that the source of electric power is the correct voltage for the tool.
- D. Our carpentry instructor, Mr. Mace, always makes sure, that the source of electric power is the correct voltage for the tool.
8. A. By being considerate, and helpful, hospital staff can help a patient relax and get comfortable.
- B. By being, considerate, and helpful, hospital staff can help a patient relax and get comfortable.
- C. By being considerate, and helpful, hospital staff can help a patient relax and get comfortable.
- D. By being considerate and helpful, hospital staff can help a patient relax and get comfortable.
9. A. Nevertheless, she should have no difficulty, soldering the wires.
- B. Nevertheless she should have no difficulty, soldering the wires.
- C. Nevertheless, she should have no difficulty soldering the wires.
- D. Nevertheless she, should have no difficulty, soldering the wires.
10. A. I'd like to know Jack, that you won't have any problems doing the work.
- B. I'd like to know, Jack, that you won't have any problems doing the work.
- C. I'd like to know, Jack that you, won't have any problems doing the work.
- D. I'd like to know Jack, that you won't have any problems, doing the work.

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11. A. That computer firm was established on July 13, 1975, in Miami.
B. That computer firm was established on July 13, 1975 in Miami.
C. That computer firm was established on July, 13, 1975, in Miami.
D. That computer firm was established on July, 13, 1975 in Miami.
12. A. The clinical instructor asked "What should you always do, before treating a patient?"
B. The clinical, instructor asked, "What should you always do before treating a patient?"
C. The clinical instructor, asked "What should you always do before treating a patient?"
D. The clinical instructor asked, "What should you always do before treating a patient?"
13. A. His carpentry skills are excellent, yet, he can't find full-time employment.
B. His carpentry skills are excellent, yet he can't find full-time employment.
C. His carpentry skills are excellent, yet he can't find, full-time employment.
D. His carpentry skills, are excellent yet, he can't find full-time employment.
14. A. It has been a long time since you changed the oil, hasn't it?
B. It has been a long, time since you changed the oil, hasn't it?
C. It has been a long time, since you changed the oil hasn't it?
D. It has been a, long, time since you changed the oil hasn't, it?
15. A. "I understand" she said, "leaving equipment lying around can cause accidents."
B. "I, understand", she said "leaving equipment lying around, can cause accidents."
C. "I understand," she said, "leaving equipment lying around can cause accidents."
D. "I understand", she said "leaving equipment lying around can cause accidents."
16. A. After I wash, condition, and color, your hair, I will style it.
B. After I, wash, condition, and color, your hair I will style it.
C. After I wash, condition, and color, your hair I will style it.
D. After I wash, condition, and color your hair, I will style it.

Punctuation/Commas II

17. A. Bill, could you help me change this coolant?
B. Bill could you, help me change this coolant?
C. Bill, could you help me, change this coolant?
D. Bill could you, help me, change this coolant?
18. A. Safety rules, which are often posted, in offices should be easily read.
B. Safety rules, which are often posted in offices, should be easily read.
C. Safety rules which are often posted in offices, should be easily read.
D. Safety rules, which, are often posted in offices should be easily read.
19. A. The accountant stated that Mr. Pitt's gross income was \$13,5600.
B. The accountant stated that Mr. Pitt's gross income was \$135,600.
C. The accountant stated that Mr. Pitt's gross income was \$1,356,00.
D. The accountant stated that Mr. Pitt's gross income was \$13,560,0.
20. A. Use bleach, not dye to lighten hair.
B. Use bleach not dye, to lighten hair.
C. Use bleach, not dye, to lighten hair.
D. Use, bleach not dye, to lighten hair.

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Answer Key

1. C

2. A

3. D

4. B

5. A

6. B

7. C

8. D

9. C

10. B

11. A

12. D

13. B

14. A

15. C

16. D

17. A

18. B

19. B

20. C