

Punctuation: Semicolons & Colons 1

Choose the answer that shows the underlined portion written correctly.

January 5, 2005

Geraldine Smith, Center Director
Ansley Clinic Medical Center
4567 Ansley Court
Anytown, FL

Dear Ms. Smith;

I saw in the *Orlando Sentinel* that you are advertising for an Administrative Assistant for your busy office.

In December, I received a Medical Secretary certificate from Anytown Community College. I have achieved my educational goals. Now, I'm looking for a challenging position in a growing office.

I have many qualities that would make me an asset to your office, including, accuracy and reliability; knowledge of office procedures, and of medical terminology; familiarity with patient scheduling: and ability to multitask.

I am including my résumé, which shows my qualifications and skills. I hope to hear from you soon.

Sincerely:

Andrew Mercant

1. Smith;

- A. Smith:
- B. Smith;
- C. Smith,
- D. Smith

2. including, accuracy

- A. including: accuracy
- B. including; accuracy
- C. including, accuracy
- D. including accuracy

3. scheduling: and

- A. scheduling: and
- B. scheduling; and
- C. scheduling, and
- D. scheduling and

4. Sincerely:

- A. Sincerely:
- B. Sincerely;
- C. Sincerely,
- D. Sincerely

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I have developed several skills that I need to do well in my workplace; working as a team with my coworkers, my supervisor, and the customers; managing my time wisely, and having a positive attitude.

5. workplace; working
- A. workplace: working
 - B. workplace; working
 - C. workplace, working
 - D. workplace working
6. coworkers, my
- A. coworkers: my
 - B. coworkers; my
 - C. coworkers, my
 - D. coworkers my
7. wisely, and
- A. wisely: and
 - B. wisely; and
 - C. wisely, and
 - D. wisely and

Doing something new can be frightening, however, once you gain experience, the fear goes away.

8. frightening, however
- A. frightening: however
 - B. frightening; however
 - C. frightening, however
 - D. frightening however

Gerald needs to get to work by 6;30 a.m. tomorrow morning; he'd better set his alarm for five.

9. 6;30 a.m.
- A. 6:30 a.m.
 - B. 6;30 a.m.
 - C. 6,30 a.m.
 - D. 6 30 a.m.
10. morning; he'd
- A. morning: he'd
 - B. morning; he'd
 - C. morning, he'd
 - D. morning he'd

When I feel stressed, I tend to; get headaches, have trouble sleeping, and become angry easily. There are things I can do to lower my stress level: drink a lot of water, breathe deeply, exercise, keep a positive attitude, and get support from family and friends.

11. to; get
- A. to: get
 - B. to; get
 - C. to, get
 - D. to get
12. level: drink
- A. level: drink
 - B. level; drink
 - C. level, drink
 - D. level drink

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My best friend is very patient with me when I am irritable; and always seems to know the right thing to say.

13. irritable; and

- A. irritable: and
- B. irritable; and
- C. irritable, and
- D. irritable and

Maya comes up with great ideas; and Jeff helps her plan how to make them happen, together, they make a good team.

14. ideas; and

- A. ideas: and
- B. ideas; and
- C. ideas, and
- D. ideas and

15. happen, together

- A. happen: together
- B. happen; together
- C. happen, together
- D. happen together

On Wednesdays, Raphael works from 730 AM to 400 PM. Then he goes to his classes.

16. 730 AM to 400 PM

- A. 7:30 AM to 4:00 PM
- B. 7;30 AM to 4;00 PM
- C. 7,30 AM to 4,00 PM
- D. 730 AM to 400 PM

My job really fits my personality; I love working with people, so front desk customer service work is perfect.

17. personality; I

- A. personality: I
- B. personality; I
- C. personality, I
- D. personality I

Keiko thinks she has no job skills at all. But she has several skills that could be useful to an employer, good listening skills, dependability, and neatness.

18. employer, good

- A. employer: good
- B. employer; good
- C. employer, good
- D. employer good

I need to stop by the grocery store and pick up: eggs, milk, and bread.

19. pick up: eggs

- A. pick up: eggs
- B. pick up; eggs
- C. pick up, eggs
- D. pick up eggs

My sister has always been there for me to encourage me when I'm down that is one of the things that keeps us close.

20. down that

- A. down: that
- B. down; that
- C. down, that
- D. down that

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Answer Key

1. A
2. D
3. B
4. C
5. A
6. C
7. B
8. B
9. A
10. B
11. D
12. A
13. C
14. C
15. B
16. A
17. B
18. A
19. D
20. B