

Name \_\_\_\_\_

Due August 23

Use Chapter 3 (3.1.1-3.3.3) in the *MLA Handbook* to complete the following questions.

1. The primary purpose of punctuation is to ensure the \_\_\_\_\_ and \_\_\_\_\_ of writing.
2. Commas are necessary before a coordinating conjunction that joins independent clauses in a sentence. Give three examples of a coordinating conjunction.  
\_\_\_\_\_
3. Place commas in the following sentences where they are necessary.
  - a. My cat's name is Salem and my dog's name is Major.
  - b. When I was a child I lived in Virginia Mississippi and Georgia.
  - c. The British Monarchy for example is a favorite subject of mine.
  - d. We wanted to move to Montana but we encountered several obstacles.
4. Decide whether the following sentences need a semicolon, colon, dash, or parentheses.
  - a. Before playing video games in the summer, my boys have to complete their chores clean their rooms, do the dishes, and take the dog out.
  - b. There is no way I would go to a haunted house I would die of a heart attack.
  - c. The star of the show he was frozen with stagefright stood before the crowd.
  - d. The books on my shelf a dictionary, novel, and photo album are all the same size.
5. Make the following nouns possessive.
  - a. a dogs collar
  - b. the chefs coat
  - c. the womens luncheon
  - d. Thursday Connections graduating class
6. List the four types of sentences:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

7. It is preferable to use one space after punctuation instead of two. However, whichever spacing you choose, be sure to use it \_\_\_\_\_.
8. Using italics for emphasis is rarely \_\_\_\_\_ in research writing.