

Parts of Speech Exercise 1

Fill in the following chart by identifying each word in the sentences below.

	Article	Pronoun	Noun	Adjective	Verb/Verb Form	Adverb	Preposition	Conjunction
1								
2								
3								
4								
5								

1. *Adult children* is a term used to describe people who grew up in dysfunctional families.
2. One or both parents of adult children may have emotionally or physically abused their children.
3. Dysfunctional adult children have a number of similar characteristics. Trying to shift responsibility is one of them.
4. Many people have difficult challenges in life, but blaming others or circumstances solves nothing.
5. Dysfunction can be overcome if we form positive thought patterns and take responsibility for our choices.

Parts of Speech Exercise 2

Write a sentence for each of the following words using the part of speech indicated:

1. (a) **Fly** as a verb: _____
(b) **Fly** as a noun: _____
2. (a) **Program** as a noun: _____
(b) **Program** as a verb: _____
3. (a) **Contact** as a verb: _____
(b) **Contact** as a noun: _____
(c) **Contact** as an adjective: _____
4. (a) **Like** as a verb: _____
(b) **Like** as a preposition: _____
5. (a) **After** as a preposition: _____
(b) **After** as a conjunction: _____
6. (a) **Model** as a noun: _____
(b) **Model** as a verb: _____

(c) **Model** as an adjective: _____

7. (a) **Only** as an adjective: _____

(b) **Only** as an adverb: _____

Prepositional Phrases

Exercise 1

Cross out the prepositional phrases. Remember that a prepositional phrase starts with a preposition and ends with a noun or pronoun. You might find more than one prepositional phrase in a sentence.

Example: I put the report ~~in a file on my desk~~.

1. Saving money for retirement has become an essential part of budgeting.
2. The Registered Retirement Savings Plan market has grown in recent years as more and more people realize that government pension funds may not be available for their retirement years.
3. Since the federal government limits the amount of money a person can invest in an RRSP fund, it is wise to make the maximum contribution each year.
4. If you prefer to invest your retirement money where it will also contribute to society and the environment, you might want to invest in an Ethical Fund RRSP.
5. Money in any of the Ethical Funds in Canada will be invested only according to strict guidelines.
6. For example, money in Ethical Funds will be invested only in companies that use technologies or products that do not harm the environment.

Identifying Verbs Exercise 1

Cross out the prepositional phrases, underline the subjects with one line and the verbs with two lines.
Example: Fifteen ~~of the employees~~ agreed to sponsor a needy child.

1. The night view from the top of Mont Royal in Montreal is spectacular.
2. Do you have time to take this to the post office for me?
3. It is difficult to find good help these days.
4. Starting your own business is a big responsibility.
5. The world economy has been changing rather rapidly.
6. In business it is essential to know your competition.
7. The word *downsizing* has the capability of making employees nervous.
8. Taking responsibility for one's choices is not a popular idea.
9. Passing the buck or making excuses is the more popular choice.
10. There was a bag of gold nuggets in the old prospector's desk.
11. Durham and Centennial are two of the many community colleges in Ontario.
12. Are you going to send the package by courier?

Identifying Verbs Exercise 2

Cross out the prepositional phrases, underline the subjects with one line and the verbs with two lines.
Example: Fifteen ~~of the employees~~ agreed to sponsor a needy child.

1. One of the reliable new couriers is Flash.
2. The Internet can be a useful tool or a waster of time.
3. Phone me after supper, Emilio.
4. Thinking and writing are two inseparable communication skills.
5. The reporter went into the store at the end of the street.
6. When was the computer installed in your office?
7. Federal and provincial elections are opportunities for change.
8. Mutual funds have been a popular choice for Canadian investors.
9. Employers seek and value effective communicators.
10. Political promises are often only words spoken before an election.
11. Informal reports are usually less than ten pages in length.

12. In the 1990s provincial governments focussed on balanced budgets.

Identifying Objects

Exercise 1

Cross out prepositions and print **OP** above each object of a preposition. Draw two lines under each verb and print **OV** above each object of a verb.
Underline subjects once.

Example: ~~Fifteen~~ of the employees ~~bought~~ Atlantic Lottery tickets.

1. The view from the top of Old Smokey is spectacular.
2. Do you have time to take this to the post office for me?
3. It is difficult to find good help these days.
4. Owning a franchise often requires the owner to work long hours.
5. The economy has been growing steadily in Canada.
6. The lawyer found a will worth millions in the old miner's desk.
7. Algonquin College and La Cité attract students from many parts of Ontario.
8. The midnight fire alarm startled the residents in the retirement home.

Identifying Objects

Exercise 2

Cross out prepositions and print **OP** above each object of a preposition. Draw two lines under each verb and print **OV** above each object of a verb.
Underline subjects once.

Example: ~~Fifteen~~ of the employees ~~bought~~ Atlantic Lottery tickets.

1. Are you going to send the books by courier?
2. Flash is one of the reliable new Canadian couriers.
3. The Internet can be a waster of time or a useful tool.
4. Phone me before lunch, Kim.
5. Can you meet me at the cafeteria for lunch?
6. Six of our employees accepted the early retirement package.
7. Mutual funds have been a rapidly expanding investment market in Canada.
8. Arlene's co-workers and friends bought a new set of cookware for her retirement party.
9. The new sales associate lacked confidence for the first week in the shoe department.
10. With the three top players on the injured list, the Senators lost their last chance to make the playoffs.

11. Jeffrey buys a new car every year.
12. The photocopier needs more toner.

Simple Sentences

Exercise 1

Using the list of eight simple sentence patterns on the previous page, write the pattern in front of each sentence below. Watch out for misleading prepositional phrases.

1. I resigned from my job today.
2. My wife and I bought a new car on the weekend.
3. Mr. Coates picked up a vase and threw it at the wall.
4. How far is the shopping mall?
5. Call me anytime after 6 p.m.
6. The firefighters and the police officers met last night and agreed to support each other in demanding better wages.
7. Have you heard any more news on the release of the hostages?
8. There won't be any free time today.
9. I read the letter and answered it right away.
10. The company president and the vice-president attended the meeting together.
11. Cars and buses spew out exhaust and pollute the air.
12. Where is the new printer toner?
13. The storm moved into the valley overnight.
14. Stop calling me "Dude."
15. Will you be stopping at the post office on your way home?
16. The file cabinet tipped forward and then crashed to the floor.
17. Here are the invoices from Grand & Toy.
18. There are no more paper clips in the supply room.

Compound Sentence
Exercise 1

Create compound sentences as suggested by the following patterns. Write the pattern for each (**IC, c IC**) (**IC; IC**) or (**IC; ca, IC**) in the left margin.

- | | | |
|-------|----|-------|
| _____ | 1. | _____ |
| _____ | 2. | _____ |
| _____ | 3. | _____ |
| _____ | 4. | _____ |
| _____ | 5. | _____ |
| _____ | 6. | _____ |
| _____ | 7. | _____ |

Complex Sentence Exercise 1

Create original complex sentences for the following patterns.

1. **DC, IC** _____
2. **IC DC** _____
3. **IC DC IC** _____
4. **IC, DC, IC** _____
4. **IC, DC, IC** _____
6. **IC DC DC** _____
7. **DC DC, IC** _____

Exercise 2

Using one noun clause in each of the following patterns, create original complex sentences.

1. **DC IC** _____
2. **IC DC** _____
3. **IC, DC DC** _____

Exercise 3

In each sentence 1. Underline independent clauses and put () around dependent clauses.

1. A young woman chatted with the sales associate while her accomplice stole a valuable piece of jewellery.
2. The rumour could be true even though it seems doubtful.
3. I remember the moment when Donovan Bailey won gold at the Olympics and set a world record.
4. When I graduated from high school, I wanted to travel for a year before I started looking for employment.
5. Because the economy is improving, it should be easier to find a job.
6. I couldn't wait until the train came in from Montreal.
7. When two convicts escaped from the new maximum security prison on its first day of operation, government officials were embarrassed.
8. Employees who spend company time playing computer games are soon going to be held accountable.
9. I knew that I could succeed if I kept trying.
10. Celine Dion, who is probably Canada's most talented singer, sang an original song at the opening of the 1996 Summer Olympics in Atlanta.

11. In 1990, Algonquin College began a five-year restructuring plan that reduced the five Ottawa campuses to two.

12. A politician who earned the respect of the world is Nelson Mandela.

13. Even though Canadian scientists have made many medical discoveries, no one yet has discovered a cure for AIDS.

14. Many of the fans started to leave the arena once it was evident that their team would lose the game.

Comma Splice and Run-On Exercise

In the blanks, put **C** if the item is a sentence; put **CS** if the item is a comma splice; put **RO** if the item is a run-on sentence. For each error, your instructor may want you to write as many corrections as you can.

- ___ 1. Risk takers are willing to invest in volatile stocks, however, I am a conservative investor.
- ___ 2. In 1997 Hong Kong was returned to mainland China no one knew for sure what to expect for the future.
- ___ 3. We wanted to take Exit 217 we missed it.
- ___ 4. The humidity was high, we kept the air conditioner running.
- ___ 5. It rained heavily on our anniversary we cancelled our garden party.
- ___ 6. Transport trucks were not being properly maintained, the government passed safety legislation.
- ___ 7. Banks earned record profits consumers wondered why bank charges were so high.
- ___ 8. Traffic deaths on Labour Day totalled thirty-two; this set a new record for the province.
- ___ 9. The prime minister led a trade delegation to Europe, it was more successful than expected.
- ___ 10. Roberta Bondar was the first Canadian woman to go into space one of her responsibilities was to conduct scientific experiments on the effects of gravity on crystal formation.
- ___ 11. A landslide in the Swiss Alps buried three chalets, ten people died.
- ___ 12. Revision is an essential part of writing few people like it or do it.

Sentence Fragment Exercise

Underline the sentence fragments and then correct the errors. Two sentences are correct. Put a **C** before them.

1. Drug testing of Olympic athletes has become a necessity in order to ensure fairness. Especially in the past few years.
2. One commercial claims that all you have to do to lose weight is to drink a shake twice a day. You can stir it, blend it, or freeze it, giving you a variety of choices to avoid boredom.
3. When we came home from shopping, the first one to greet us was my baby sister; my father's pride and joy.
4. My room is in the basement so I don't get much privacy; although, privacy isn't important to me unless I'm studying.
5. A Pepsi commercial in the 1990s featured MC Hammer, one of the great singing and dancing artists of our time; therefore, giving Pepsi an advantage over Coke.
6. Commercials try to create a need in the consumer. To make the buyer want something or experience something new.

7. An effective commercial will have a catchy tune to it. Allowing the listeners to store the tune in their subconscious.
8. I have decided on my goals for the coming year. To get at least one article published and to read two books each month.
9. Shazel fell while she was running. Trying to catch the bus.
10. Working as fast as they could; Pete and Terry finished the report just twenty minutes ahead of the deadline.
11. Pietro has had a difficult life. Since moving to Canada from Croatia.
12. Quickly dialing her cell phone, Amanda reported the accident to the police.

Exercise

Underline the following modifier problems and make appropriate corrections. One sentence is correct.

1. Shifting nervously in my chair, the confident interviewer looked at me and said, "Relax."
2. Performing all day like a yoyo, the TSE closed with a 55-point gain.
3. Writing for three weeks, the report was finally finished.
4. Standing on the sidewalk, the bus driver completely ignored me.

Parallel Structure

Correct any parallel structure errors by crossing out the incorrect words and writing in the correct ones. Notice that you often have more than one way of rewording. One sentence is correct.

1. In my reading course I learned how to listen to a lecture, how to take notes, and effective study techniques.
2. At the Student Union you can bowl, play pool, watch TV, or there are often movies being shown.
3. I like living in Kingston because I can go fishing, sailing, or take a ski trip without going far.
4. Vancouver has a great climate, excellent parks, and first-class plays and concerts.
5. The weather today will be hot, humid and clouds will block the sun.

Correct any parallel structure errors by crossing out the incorrect words and writing in the correct ones. Notice that you often have more than one way of rewording. One sentence is correct.

1. My job doesn't pay much, but I have interesting work, good fringe benefits, and I get a three-week vacation.
2. Getting good grades, making new friends, taking part in athletics and preparing for my career are my goals in college.
3. I haven't decided to go into medicine or be a lawyer.
4. When we got to work, we saw police asking questions, a dog sniffing lockers, and there were a couple of officers who were giving instructions.
5. I am fed up with low wages and listening to criticism from my manager.

Subject-Verb Agreement

Exercise 1

Underline or circle the correct verbs.

1. (Has, Have) you and Anna finished the proposal?
2. Six employees, including our newest worker, (has, have) been nominated for the Employee of the Month Award.
3. The letter explaining our decisions (is, are) ready for mailing.
4. Three months to get ready for the marathon (is, are) not long enough to become properly conditioned.
5. One of the vandals (was, were) surprisingly young, so we debated what type of punishment would be appropriate.
6. Either the file cabinets or one of the desks (has, have) to be moved to make room for the copier.
7. Either one of the desks or the file cabinets (has, have) to be moved to make room for the copier.
8. Where (is, are) the scissors and the paper clips?
9. Macaroni and cheese (is, are) what I want for my main course at supper tonight.
10. Every one of the computers (has, have) been stolen or vandalized.
11. The opening and conclusion of the report (was, were) written clearly and concisely.
12. Office staff are nervous this morning because both the area manager and the company president (is, are) about to arrive.
13. Physics (was, were) my worst subject in university.
14. The jury (is, are) disagreeing on the credibility of one of the witnesses.
15. The number of impaired driving convictions (has, have) dropped in recent months.

Exercise 2

Underline or circle the correct verbs.

1. Where (is, are) the car keys?
2. Every one of those buildings (needs, need) a new roof.
3. Mary, Barry, and Larry (has, have) gone to look at computer programs.
4. There (is, are) some oranges in the fruit bowl.
5. (Has, Have) Bill, Clayton and Yuri returned their books to the library?
6. Which one of those guys (sings, sing) in the choir?
7. Here (is, are) the two top winners of the Corel PHOTO-PAINT contest.

8. Each of the winners (receives, receive) \$500 and all the Corel software.
9. Everything in these files (was, were) done in Corel WordPerfect.
10. She (doesn't, don't) want to go with us to Montreal.
11. One of the boys (was, were) supposed to meet you at the train station.
12. One hundred dollars (is, are) far too much to pay for a shirt.
13. *The Horrifying Cliffs* (was, were) very tense reading.
14. A list of coming squash games (has, have) been posted on the bulletin board.
15. None of the photographers (was, were) able to escape the raging celebrity.
16. The measles (was, were) thought to be eradicated until new cases developed in the 1990s.
17. The technician who (maintain, maintains) our printers is gorgeous.

Pronoun Agreement Exercise

In the following sentences, underline the antecedents. If a pronoun does not agree with its antecedent, draw a line through the pronoun and write the correction above. If the pronoun agreement in a sentence is correct, put C before the number.

1. Once Janis and her friends could see the CN Tower, she didn't feel lost anymore.
2. Canadians seem to have a casualness about them that the rest of the world admires.
3. Each of the group members worked at their own work station until the draft of the report was ready.
4. A few of my co-workers expect his or her approval for attending the conference to arrive in today's inter-office mail.
5. Everyone in my department will have a chance to express their ideas on the reorganization plan.
6. Neither my colleagues nor Mrs. Polonski wants to give me their opinion on my presentation.
7. The social committee and the charity committee both gave its report before the end of the staff meeting.
8. Every student in my class passed their Marketing 101 exam.

Pronoun Case Exercise 1

Underline the correct pronouns.

1. I will invite anybody but (her, she) to my house party.
2. Did you and (her, she) decide on the colour of the office?
3. Are you and (she, her) planning to move to Vancouver?

4. The only people to sign up for the game are Silvia and (me, I).
5. George is faster in math than (me, I).
6. Three of (we, us) managers will represent the company at the Trade Show.
7. Helena and (I, me) have been invited to the San Antonio conference.
8. My brother is twelve years older than (her, she).
9. I've never known anyone who gets depressed as often as (she, her).
10. I will help clean the garage next week if you will let Billy and (me, I) go to the game this afternoon.
11. We appreciate (you, your) taking the time to speak with us.

Exercise 2

Underline the correct pronouns.

1. Do you think the promotion will be given to Alan or (her, she).
2. You have more luck than (I, me).
3. Bernice and (she, her) will be transferred to the branch store in Regina at the end of the month.
4. My dream was realized when my husband and (me, I) won a trip to Hawaii, all expenses paid.
5. The rest of the class didn't study as much as (I, me), so they didn't get the grades they wanted.
6. One of (us, we) women will be the new manager.
7. The landlord let José and (me, I) paint the corridor walls in our building instead of paying rent for three months.
8. "Will you and (he, him) be coming to the graduation banquet?" Jillian asked.
9. It was (they, them) who were trying to break into the house.
10. Tom Cruise and (I, me) took an imaginary trip into the jungle to find a kidnapped film director.
11. At the staff picnic, we found out that the women are better baseball players than (we, us) men.

Pronoun Reference

Exercise

Cross out any unclear pronouns, then rewrite to clarify the message.

1. Steele put the CD into his knapsack and then forgot where he put it.
2. In big cities they often join a gang so they can feel they belong.
3. In France they like to drink wine with their meals.

4. Martha and her mother went to Watertown on the weekend to do some shopping, but she didn't buy anything.

Pronoun Shift Exercise

Cross out pronouns that make an unnecessary shift in viewpoint, and write in the correct pronouns. One sentence is correct.

1. When students are getting over-tired, you must be alert to catching mononucleosis.
2. When citizens represent their country, you must be gracious.
3. One should not expect the world to hand you an easy living.
4. If Ben doesn't want the car, I will lend it to you until five o'clock.

Pronoun Sexism Exercise

Cross out any errors in sexism, then write in the corrections.

1. Nowadays, a doctor must find it hard to keep his knowledge current.
2. A policeman usually doesn't like to answer a domestic violence call.
3. When a student starts college, she often feels insecure.
4. Anyone going to Florida for the break should make his reservation early.

Voice Exercise

Underline all passive voice verbs. Then rewrite those sentences that should have an active verb. Give a reason for leaving a sentence in the passive voice. Three sentences are already in active voice.

1. The plants were being broken by the strong wind and rain.
2. Your report will be expected on my desk by Friday afternoon.
3. Do you remember which format was preferred by the previous CEO?
4. A noise was heard.
5. The baseball stadium crowd heard a rumble, and then the seats collapsed into a pile of rubble and broken bodies.
6. One of the most comprehensive and concise reports I have ever seen was submitted by Helena and her group.
7. Did you mail the letters at the post office before the strike began?
8. Two bystanders were struck by the car that went out of control.
9. A new surgery technique has been developed by a Canadian surgeon.

10. The new models for this year's automobiles will be released today.
11. A revision of the gun registration law will be introduced in the House of Commons this afternoon.
12. A calculator has been stolen from my desk this week, and a printer disappeared from the computer lab last week.
13. Most employers expect college graduates to have effective writing and speaking skills and to be computer literate.
14. Last night an unusual sight was seen in the midnight sky by residents of North York.
15. Renovations were completed by the contractors on schedule, so we were able to move into our new home before school started.

Apostrophe Exercise

Add apostrophes where needed and underline the words that should not have an apostrophe.

1. Its not easy for someone to make that first public speech. In fact, having to make a speech is often a persons greatest fear in life, according to surveys that have been taken. It has been said that people are more afraid of making a speech than they are of death.
2. Actors who have no fear of making movies will suddenly become very nervous when asked to appear on a talk show. I suppose its not the public appearance that frightens them but the uncertainty of what they might be asked.
3. A persons self-esteem is mainly formed in the early years of life. The years that follow simply reinforce the inner self-evaluation already formed. It makes me angry when I see parents publicly berating their children. Dont these parents realize that they are contributing to the unhappiness of their childrens futures.
4. Doesnt it strike you as odd that this year the shopping malls are so quiet the day before Christmas. I remember that last year it was so crowded with shoppers' I could hardly make my way through the crowd with all my parcel's.
5. Of all the contest entries, your's is the most interesting. I thought ours would be the best, but it just doesnt measure up to yours. You must have spent hour's doing all that intricate work.
6. The seasons come and go, and we all grow older as the year's tick by. Mens and womens fashions change as often as the seasons, and peoples rush to stay in style is baffling to those who focus more on the real values of living. Our live's are but a moment in the vastness of the universe, so should we not be less preoccupied with perishable treasures and concentrate more on values that will endure?

Semicolon Exercise

Put colons and semicolons wherever they belong in the following sentences.

1. To win the case, the lawyer needed two things a motive and a missing tape of a conversation with the victim.
2. Two qualities that I admire about you are your honesty and your love of people.

3. The sun was setting in a reddish-gold sky, so I took advantage of the romantic moment and proposed to her.
4. Here are two basic solutions to growing debt stop borrowing and start budgeting.
5. Three common addictions are alcoholism, cocaine and gambling.
6. I like participating in contact sports such as Canadian football, wrestling and hockey.
7. During my working career, I have worked in four cities Montreal, Halifax, Edmonton and Calgary.
8. On the first day of work at my new job, I embarrassed myself I went into the wrong washroom.
9. I'm afraid I must end our business partnership because you miss too much time from work, and you took out a loan without discussing it with me.
10. One vandal smashed the windows another hoodlum sprayed red paint on the walls.
11. I need a few items at the post office a pane of the latest stamp, six stamps for international mail and a Canadian money order for \$60.
12. They signed the contract against my advice as a result, now they are trying to get out of it.
13. I think we should cancel the business trip because the Weather Channel is announcing a blizzard.

Quotation Marks Exercise

Add appropriate capital letters, commas, periods, italics or underlining and quotation marks to the following sentences. Remember that quotation marks are not used with *indirect quotations* (introduced by *that*).

1. Where did you put the inventory lists asked the supervisor
2. Stats Canada announced that unemployment figures dropped during the last quarter
3. Was it Alex who said when will the next travel assignment be available
4. The actor said this constant hounding by the paparazzi is harassment
5. In the latest issue of Entertainment, the article Upside Down in Belgium was the story of the ride that left its riders hanging upside down for two hours waiting for rescue
6. When will you be leaving for Australia Roma asked her uncle
7. I'm not sure yet replied Roma but I expect it will be sometime next month
8. Karen asked have you ever flown before
9. Do your research on the weekend said the instructor on Monday we will start putting the report together
10. I planned to go sailing on Saturday lamented Stefan
11. Well remarked Alanis you just might have to change your plans
12. It isn't easy explained the young mother to be a parent and a student at the same time

13. Brianne told me that you had decided to sell the house next summer

In the following sentences, practise Comma Rule 1 (Introductory Material) by inserting commas where needed.

1. As soon as the new RRSP rates were announced people began lining up at banks.
2. Slipping and sliding on the muddy slope the hikers were beginning to wish they had stayed at home.
3. However once they reached the top of the hill the going was easier.
4. As the small boy leaned forward to touch the paper boat he fell into the canal.
5. Grinning from ear to ear and looking tremendously pleased the lottery winner waved the cheque at the photographers.
6. By adjusting the figures in the ledger the accountant thought he had hidden the stolen funds.
7. If the hurricane doesn't change its course soon we had better start securing the house for an onslaught of heavy wind and rain.
8. In spite of our precautions the hurricane blew the roof off the garage.

Exercise 2

In the following sentences, practise Comma Rule 2 (Joining Items) by inserting commas where needed.

1. Turn left on the next street and you will see the church on the right.
2. Movie stars music stars and royalty figures are all victims of paparazzi harassment.
3. Usha put the file in her desk picked up her purse and walked quickly out of the office.
4. Last year Ben won the lottery but he hasn't been generous enough to help even his destitute parents.
5. You must stop these harassing phone calls or I will call the police.
6. On my pizza I would like to have anchovies double cheese pepperoni and ground beef.
7. I waited one hour for the bus but it never came.
8. I've told him several times that I'm not interested in dating yet he keeps asking me and sending me flowers.
9. Our car hit a guard rail but the airbags saved us from injury.
10. The economy is improving rather quickly so I think interest rates might soon start to rise.
11. Computer programmers nurses teachers and parents need to be patient people if they are going to be effective.
12. The Thompsons own a Mercedes a yacht a motor home and a cottage on Lake Tahoe.
13. Parents teachers children and any concerned citizens were all invited to the meeting to discuss ways of dealing with weapons in the high schools of the city.

Exercise 3

In the following sentences, practise Comma Rules 2 and 3 (Joining Items and Interrupting Material) by inserting commas where needed.

1. Two of Canada's heros Terry Fox and Rick Hansen showed us what is possible with determination of spirit.
2. Ahmed Lucy Paulos and Juan met me at the stadium where the Lynx were playing the deciding game for the trophy.
3. A popular Newfoundland writer Kevin Major has published several novels for adolescents.
4. Raul Torino who is favoured to win the race is only sixteen years old.
5. Steven Spielberg's movie Jurassic Park has many tense moments for the viewer to enjoy.
6. My mother's oldest brother who is now 98 years old believes he will live to be older than George Burns who died at 100.
7. The concert was moved to a larger arena but many fans of the rock stars still were not able to get tickets.
8. I braved the wind snow and icy streets and made it to work on time but I was the only one there.
9. Consider for example the effect that shop-lifting has on the overall price of products.
10. The Summer Olympics which are held every four years will be in Athens in 2004.
11. My first choice for a career is social work but I would probably be just as happy as a teacher.
12. The fax machine is being repaired today so I will send you a copy of the report tomorrow morning.
13. The computer that needs to be linked to the Internet is the one in the second office.

Exercise 4

In the following sentences, practise Comma Rules 4 and 5 (Place Names, Addresses and Quotations) by inserting commas where needed.

1. Agnes Gonxha Bojaxhiu (Mother Teresa) was born in 1910 in Skopje Macedonia.
2. On September 5 1997 in Calcutta India Mother Teresa died of a heart attack at the age of 87.
3. "No I wouldn't" said Claude.
4. The year-round population of Dawson City Yukon is about sixty.
5. "I wonder" said Josie "how many honest politicians are in Canada."
6. Saint John New Brunswick is the oldest incorporated city in Canada.
7. "Mr. Zephyr your policy will mature on December 31 2010" said the agent.
8. The nuclear explosion occurred in Ammon New Brunswick Canada.
9. One of the several community colleges in Toronto Ontario is Centennial.

10. "As time passes Violet your pain will not be so strong" comforted Lyn.
11. In 1896 in Circle City Alaska beef was selling for \$48 a pound.
12. Mai said "I wonder why people in political positions make so many poor choices."
13. "Claude would you be interested in running for president?"
14. I started my career in Hamilton Ontario on May 23 1955 and retired in Halifax Nova Scotia on December 15 1997.
15. My uncle's street address in 43 Kilborn Street Edmonton Alberta.
16. "Jon the office renovations are an enormous improvement" said Paula.