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Гуманитарный  
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**Дистанционное образование**

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**ПРАКТИЧЕСКИЙ КУРС ОСНОВНОГО  
ИНОСТРАННОГО ЯЗЫКА**

**ПРАКТИЧЕСКАЯ ГРАММАТИКА  
АНГЛИЙСКОГО ЯЗЫКА**

**ЮНИТА 12**

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# **ПРАКТИЧЕСКИЙ КУРС ОСНОВНОГО ИНОСТРАННОГО ЯЗЫКА**

## **ПРАКТИЧЕСКАЯ ГРАММАТИКА АНГЛИЙСКОГО ЯЗЫКА**

Юниты 1 – 12: Грамматический строй английского языка.  
Морфология, синтаксис, пунктуация.

### **ЮНИТА 12**

Посвящена правилам пунктуации и правилам аббревиатуры на  
английском языке. Сопровождается комплексом упражнений.

Для студентов факультета лингвистики СГУ

Юнита соответствует профессиональной образовательной программе №4

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## ПРОГРАММА КУРСА ПО ДАННОЙ ЮНИТЕ

**Урок 1.** Period, question mark, exclamation point, semicolon, and colon; hyphen, dash, and parentheses.

**Урок 2.** Commas with phrases and clauses.

**Урок 3.** Question marks, underscore, apostrophe, and ellipsis.

**Урок 4.** General rules for capitalization and abbreviation.

**Урок 5.** Revision.

# **ЛИТЕРАТУРА**

## **Базовый учебник**

1. Alexander L. G. English Grammar Practice. Lnd, 1997.

## **Дополнительная литература:**

2. Greenbaum S., Qurk R. English Usage M. 1990.
3. Swam M. Practical English Usage. Any edition.
4. Merriam-Webster Guideto Business Correspondence. Second edition.
5. Ститт-Годес В. Л. Деловой английский - быстро. Ростов н/Дону: Феникс, 1996.

## 1. GUIDELINE: PUT ACCURATE PUNCTUATION

Punctuation shouldn't cause as much fear as it does. Only about a dozen marks need to be mastered and the guidelines are fairly simple. What's more, you can see the marks being applied every day in the serious newspapers, where 99 % of the punctuation will accord with the advice given in this Unit. Study of press punctuation also reveals the full range of marks, as journalists - especially the star columnists - use far more colons, semicolons and dashes than business and official writers.

A good command of punctuation helps you to say more, say it more interestingly and be understood at first reading. Punctuation is an essential part of the tool-kit-as important as choosing the right words. Consider these statements:

*Mother to be attacked on waste land.*

*Never mind people who dislike cats are in minority.*

*Once she had the dress off she would go in search of matching shoes, gloves and a hand bag.*

Without good punctuation they can be interpreted in different ways or make no sense at all, distracting the readers and causing them to stop and backtrack. Punctuation helps to fix the meaning and smooth the path:

*Mother-to-be attacked on waste land.*

*Never mind: people who dislike cats are in minority.*

*Once she had the dress, off she would go in search of matching shoes, gloves and a hand bag.*

Punctuation shows how words and strings of words are related, separated and emphasized, so its main purpose should be to help the reader understand the construction of the sentence. A lesser purpose is to act as a substitute for the devices we all use in speech, such as pausing and altering pitch; but an idea such as 'use a comma when you would have a one-beat pause in speech, a semicolon for a two-beat pause, and a full stop for a three-beat pause' is useless because it can be interpreted in too many ways. Even so, you might want to read a sentence aloud to help you decide how to punctuate it.

### **Remember the following:**

Full stop (.) - точка

Period is the same as Full stop.

Comma (,) - запятая

Colons (:) - двоеточие  
Dash (-) - тире  
Brackets ( ) - скобки  
Parentheses ( ) - скобки  
Hyphen (-) - дефис  
Apostrophe (') - апостроф  
Quotation marks (" ") - кавычки  
Exclamation mark (!) - восклицательный знак  
Question mark (?) - вопросительный знак  
Semicolons (;) - точка с запятой  
Underscore (\_) - подчеркивание

## 2. PERIOD, QUESTION MARK, EXCLAMATION POINT, SEMICOLON, AND COLON

### 2.1. Period

The **period** is used with two types of sentences: *declarative* and *imperative*. The period is the punctuation mark at the end of these types of sentences. Declarative sentences are statement sentences. The sentences below illustrate declarative sentences.

*Ms. Wong will see you at eleven.*  
*Your flight leaves in seven minutes.*

Imperative sentences give a command. The sentences below illustrate imperative sentences.

*Correct these errors now.*  
*Please have this finished by noon.*

Periods also end most abbreviations, such as a.m., p.m., Mr., Mrs., Ms., Inc., Jr., Sr., and Rev.

*Tito's Tacos Inc. has decided to expand its operations.*  
*Harold Conlon, M. D.*

If the abbreviation falls at the end of a sentence, only one period is used.

*Your appointment is set for 4:30 p.m.*



However, when an abbreviation falls at the end of a question, both the period (for the abbreviation) and the question mark (for the question) are used.

*Did you say the meeting is scheduled for 2:45 p.m.?  
Does he have an Ed. D. or a Ph. D.?*

When an abbreviation falls at the end of an exclamatory sentence, both the period and exclamation point are used.

*We worked on the project until 2 a.m.!  
He finally earned his Ph. D.!*

When an abbreviation is written in capital letters, no periods are used within the abbreviation.

*Send your tax return to the IRS.  
The NBC Building is open for tours.*

Periods are also not used with the two-letter state ZIP code abbreviations.

*Pittsburgh, PA  
Portland, ME  
San Francisco, CA  
Boston, MA*

Periods are always used after initials.

*Thomas A. Edison  
Ulysses S. Grant*

Periods are used as a decimal point when writing amount of money. When writing whole numbers, do not use .00.

\$516.35  
\$516 (not \$516.00)  
89.5 pounds

## **2.2. Question Mark**

A question mark is used at the end of an interrogative sentence. Remember that an interrogative sentences asks a direct question.

*What time is the next flight to San Antonio?*

*When does the summer session start?*

A **question mark** may also be used after each item in a series of questions. Each item in the series begins with a lowercase letter to indicate its connection to the main sentence.

*What is the price for four dozen? eight dozen? twelve dozen?*

*Have you phoned the changes to the president? to the treasurer? to the historian?*

## 2.3. Exclamation Point

An **exclamation point** is used in exclamatory sentences to show strong feelings, surprise, or emotion. An exclamation point may also replace a question mark when what appears to be a question is really a strong statement. In business writing you should use exclamation points sparingly.

*I am so glad to see you again!*

*Why isn't this computer network operational yet!*

## 2.4. Semicolons

**Semicolons** separate the elements within a sentence, and tell the reader to pause for a greater length of time than a comma would indicate. There are three rules that govern the use of semicolons.

1. *Use a semicolon to separate two or more independent clauses when no coordinating conjunction joins the clauses.*

Examine how the punctuation in the following two sentences differ.

I arrived at the Coliseum at 12:15, but the game did not start until 1:00.

I arrived at the Coliseum at 12:15; the game did not start until 1:00.

The first sentence has a coordinating conjunction, but, and needs only a comma to separate the two clauses. The second sentence, however, does not have a conjunction and therefore requires a semicolon rather than a comma to separate the clauses.

The most common coordinating conjunctions are *and*, *but*, *for*, and *or*.

2. *When an adverbial conjunction begins the second independent clause in a sentence, a semicolon comes before the adverbial conjunction and a comma follows it.* Some commonly used adverbial conjunctions include *also, consequently further, however, indeed, in fact, moreover, nevertheless, otherwise, then, therefore, thus, for example, for instance, namely, that is* and *whereas*. Look at the following sentence:

The construction of our new office building has begun; *consequently* some of our parking spaces have been lost.

In this sentence, *consequently* is the adverbial conjunction correctly preceded by a semicolon and followed by a comma.

Christmas Tree Lane has started several fundraising activities; *for example*, we will be selling special mugs for the holidays.

In this sentence, *for example* is the adverbial conjunction correctly preceded by a semicolon and followed by a comma.

3. *A semicolon is used to separate a series of items when the items themselves contain commas.*

The historic tour includes Williamsburg, Virginia; Washington, D. C.; and Philadelphia, Pennsylvania.

Your new officers are Carol Mitzner, president; Michael Stedman, vice president; and Pat Garner, treasurer.

Consider these sentences from a notice next to an ancient cathedral clock:

The large oak frame houses the striking train of gears, these parts have been painted black and are the early parts of the clock. In this same frame on the left between two posts is a going train (a time piece), this has been painted green.

Both commas are wrong and should be semicolons or full stop. To use semicolons safely - ignoring for the moment their use in lists - you need to satisfy two criteria:

1. The statements separated by the semicolons could stand alone as separate sentences.
2. The topics mentioned in the two statements are closely related.

So the paragraph would say:

The large oak frame houses the striking train of gears; these parts have been painted black and are the early parts of the clock. In this same frame on the left between two posts is a going train (a time piece); this has been painted green.

A semicolon can often seem less curt than a full stop. Instead of starting a letter:

Thank you for your letter of 10 December. We apologize for the delay in replying.

it would be better to write:

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it would be better to write:

Thank you for your letter of 10 December; we apologize for the delay in replying.

A comma would be wrong in that position because it cannot sustain such a long pause. Rarely is a comma enough to separate complete sentences.

Semicolons can also be used instead of commas to separate items in a list:

Lunch at Henry's comprised all the ingredients for a happy and contented life: wine from the grapes of Tuscany; tropical avocados, seductively soft and yielding; French king prawns, clothed in a luscious sauce; a multitude of meaty snacks for carnivores and nutty nibbles for vegetarians; and the company of all the beautiful people of the town.

In a long, catalogue-type list, semicolons are ideal dividers:

Target audiences for the new manual will include other companies in our group, both European and US-based; business leaders, top politicians and local schools and colleges.

To use merely commas as dividers would produce chaos because commas already exist within some of the listed items. An introductory colon after *include* would be unnecessary, though harmless.

## 2.5. Colons

**Colons** direct the reader's attention to what follows in the sentence. There are four rules that govern the use of colons in a sentence.

1. *When compressions such as **as follows**, **the following**, **these**, **this**, or **thus** are used to introduce a list, these words are followed by a colon. Lists are frequently used in letters, memos, and reports and can consist of words, clauses, phrases, and numbers. Look at the following sentence.*

Rosa said that at our next meeting we will discuss the following: (1) next year's budget, (2) next year's projected income, and (3) the impact of our new marketing strategy.

A colon is also used then the items are in a *tabulated list*. Do not place a period at the end of a tabulated list.

Rosa said that at our next meeting we will discuss the following:

1. Next year's budget
2. Next year's projected income

### 3. The impact of our new marketing strategy

There are several instances in which colons are not used with lists. Do not use a colon when a list and the introductory word or phrase are separated by another sentence.

The following are due dates for quarterly reports. Please submit your reports on a timely basis.

1. March 15
2. June 15
3. September 15
4. January 15

*2. Colons may be used for special emphasis when discussing important rules or issues.*

In the following sentence, the last two words get more attention by being set off with a colon. The word following a colon should be capitalized only if it is a proper noun, a proper adjective, the pronoun *I*: or if it is part of a formal rule, quoted sentence, or follows a short introductory word (caution:, note).

Lee said the reason for canceling the Christmas party was quite simple: No funds!

*3. A colon is used between two independent clauses when the second independent clause elaborates or explains the first, and there is not a transitional expression (such as **for instance**) or a coordinating conjunction (such as **and** or **but**) between the two clauses.*

This day is very special: I have just graduated.

Caution: Do not use the electrical outlets.

*4. Use a colon to separate hours from minutes when writing the time. Do not use :00 the time is an even hour.*

4:30  
9 o'clock  
6:45 p.m.

**Colons** have three main purposes:

1. *To introduce a vertical list (as in the line above) or a running-text list such as:*

She has several positive characteristics: charm, dignity and stickability.

2. *To act as a drum roll or a 'why-because' marker which leads the reader from one idea to its consequence or logical continuation, for example:*

There's one big problem with tennis on radio: you can't see it.

3. *To separate two sharply contrasting and parallel statements:*

During Wimbledon, television is like someone with a reserved ticket: radio is the enthusiast who has queued all night to get in.

A weaker contrast might be signified by a semicolon; there is some overlap in meaning between the two marks.

In all these uses, the colon will usually follow a statement that could be a complete sentence. After the colon the sentence will usually continue with a lower-case letter.

A colon does not need support from a dash (:—). This nameless thing is not acceptable to most publishers, wastes a key stroke, and looks repulsive in most word-processed documents.

## 3. HYPHEN, DASH, AND PARENTHESES

### 3.1. Hyphen

A **hyphen** is used to join words when we want the words to be either a compound noun or a compound adjective. Look at the following examples.

He wore a *ten-gallon* hat.

*Ten-gallon* is a compound adjective modifying *hat*.

The *old-fashioned* furnishings made the room charming.

*Old-fashioned* is a compound adjective modifying *furnishings*.

Her *brother-in-law* started the company.

*Brother-in-law* is a compound noun.

There are no hard and fast rules that will predict in every case whether a group of words should be written as one, with a hyphen, or separately.

1. Groups consisting of attributive noun + noun are probably the most unpredictable. It is the nature of English syntax to produce limitless numbers of groups of this kind. Such a group generally remains written as separate words until it is recognized as a lexical item with a special meaning, when it may receive a hyphen. Eventually it may be written as one word, but this usually happens when the two nouns are monosyllabic and there is no clash between the final letter of the first and the first letter of the second.

This generalization is, however, a very weak guide to what happens in practice. Compare, for example, *coal tar*, *coal-sack*, *coalfield*; *oil well*, *oil-painting*, *oilfield*; *blood pressure*, *blood-money*, *bloodstream*.

2. Nouns derived from phrasal verbs, consisting of verb + adverb, are slightly more predictable. They are never written as two words, frequently hyphenated, and sometimes written as one, e.g. *fall-out*, *play-off*, *set-back*, *turn-out*; *feedback*, *layout*, *runoff*, *turnover*. Phrases consisting of agent-noun in *-er* + adverb are usually hyphenated, e.g. *picker-up*, *runner-up*; those consisting of gerund in *-ing* + adverb are usually left as two words, e.g. *Your coming back so soon surprised me*, unless they have become a unit with a special meaning, e.g. *Gave him a going-over*.
3. Various collocations which are not hyphenated when they play their normal part in the sentence are given hyphens when they are transferred to attributive position before a noun, e.g.
  - a) adjective + noun: *an common-sense argument* (but *This is common sense*), *an open-air restaurant* (but *eating in the open air*).
  - b) preposition + noun: *an out-of-date aircraft* (but *This is out of date*), *an in-depth interview* (but *interviewing him in depth*).
  - c) participle + adverb: *The longed-for departure and Tugged-at leaves and whirling branches* (Iris Murdoch) (but *the departure greatly longed for*; *leaves tugged at by the wind*).
  - d) other syntactic groups used attributive, e.g. *A tremendous wrapping-up-and-throwing-away gesture* (J. B. Priestley); *An all-but-unbearable mixture* (Lynne Reid Banks).
4. Collocation of adverb + adjective (or participle) are usually written as two words when attributive as well as when predicative, e.g. *a less interesting topic*, *an amazingly good performance*, but may very occasionally take a hyphen to avoid misunderstanding, e.g. *Sir Edgar, who had heard one or two more-sophisticated rumours*



(Angus Wilson) (this does not mean 'one or two additional sophisticated rumours').

5. When two words that form a close collocation but are not normally joined by a hyphen enter into combination with another word that requires a hyphen, it may be necessary to join them with a hyphen as well in order to avoid an awkward or even absurd result, e.g. *natural gas* needs no hyphen in *natural gas pipeline*, but *natural-gas-producer* may be preferred to the ambiguous *natural gas-producer*; *crushed ice* + -making looks odd in *crushed ice-making machine*, and so *crushed-ice-making machine* may be preferred. Occasionally a real distinction in meaning may be indicated, e.g. *The non-German-speakers at the conference used interpreters* versus *The non-German speakers at the conference were all Austrians*. Many people, however, prefer to avoid the use of long series of hyphenated words.
6. A group of words that has been turned into a syntactic unit, often behaving as a different part of speech from the words of which it is composed, normally has hyphens, e.g. *court-martial* (verb), *happy-go-lucky* (adjective), *good-for-nothing*, *stick-in-the-mud*, *ne'er-do-well* (nouns).
7. A hyphen is used to indicate a common second element in all but the last word of a list, e.g. *two-, three-, or fourfold*.

B. Hyphens are also used within the word to connect a prefix or suffix to the stem. With most prefixes and suffixes it is normal to write the whole compound as a single word; the use of the hyphen is exceptional, and the writing of prefix or suffix and stem as two words virtually unknown.

The hyphen is used in the following cases:

1. After a number of prefixes that are considered to be living formative elements, i.e. prefixes that can be freely used to form new compounds:  
*ex-* (= formerly), e.g. *ex-President*; *neo-* (denoting a revived movement), e.g. *neo-Nazism*; *non-*, e.g. *non-stick*; *pro-* (= in favour of), e.g. *pro-marketer*; *self-*, e.g. *self-destructive*.

Exceptions: *Neoplatonism* (-ic, etc.); *selfsame*, *unselfconscious*.

2. After a number of prefixes to aid recognition of the second element, e.g. *anti-g*, or to distinguish the compound from another word identically spelt, e.g. *un-ionized* (as against *unionized*); see also **co-prefix**, **re-prefix**.
3. Between a prefix ending with a vowel and a stem beginning with the same vowel, e.g. *de-escalate*, *pre-empt*; see also **co- prefix**, **re-prefix**.
4. Between a prefix and a stem beginning with a capital letter, e.g. *anti-Darwinian*, *hyper-Calvinism*, *Pre-Raphaelite*.
5. With some living suffixes forming specially coined compounds, e.g. *Mickey Mouse-like*; or still regarded to some extent as full words, such as *-wise* (= as regards —), e.g. *Weather-wise we have had a good summer*.
6. With suffixes in irregularly formed compounds, e.g. *unget-at-able*.
7. With the suffix *-like* after a stem ending in *-l*, e.g. *eel-like*, and when attached to a word of two or more syllables, e.g. *cabbage-like*; with the suffix *-less* after a stem ending in double *-l*, e.g. *bell-less*, *will-lessness*.

Note. In Amer. spelling there is a greater tendency than in British spelling to write compounds as one word, rather than hyphenated, e.g. *nonplaying*, *nonprofit*, *roundhouse*, *runback*, *sandlot*.

## 3.2. Dash

While the semicolon and colon noticeably indicate that the reader should pause, the **dash** does so more forcefully and draws greater attention to what follows in the sentence. Its overuse causes writing to become choppy and confusing. There are four rules for using the dash.

1. *Use a dash to introduce a summarizing statement following a series of words.*

Personal computers, fax machines, photocopiers – these are just a few of the machines in today's offices.

2. *Use a pair of dashes to set off parenthetical expressions when there are already commas used within them. A parenthetical expression is a word, phrase, or clause that interrupts the main thought of the sentence.*

I have tried to reach you for days—memos, telephone calls, telegrams, fax messages—but have not been able to make contact.

3. *Use a dash to indicate unfinished sentences.*

The senator said, “the policy clearly states—” but was interrupted by the T.V. reporter.

4. *Sometimes dashes, rather than other marks of punctuation, are used to draw particular attention to something in a sentence. They may be used to repeat an idea for emphasis or to indicate that a word or phrase is really an afterthought.*

Read the following examples.

Your every computer need can be met at Computers “R” Us – Computers “R” Us is your one-stop computer store!

In this sentence, the dash draws attention to the store name.

Darrel in happy — extremely happy — in his present job.

In this sentence, dashes are used to emphasize the word *happy*.

The filing deadline is March 31 — or is it April 30?

In this sentence, the dash is used to draw attention to the afterthought phrase, or is it April 30.

**Dashes** are sometimes used singly to indicate the start of an aside, explanation or addition:

Justifying their case, smokers introduce a herring so red that it glows like coal: that if their illnesses are self-inflicted, well, so are most people’s — look at traffic accidents, look at potholers.

They can add emphasis, too:

He shot big game for status, pleasure – and greed.

When used in pairs, dashes draw special attention to the phrase they surround (compare ‘Brackets’, below):

Visitors may stay overnight – or for as long as they wish – in the hostelry run by the friars.

A pair of commas or a pair of brackets would have done just as well, but the long dashes emphasize the point.

It is all right to use more than one pair of dashes in a sentence but take care that the meaning doesn't disintegrate. Here's an awkward, if playful, use of two pairs of dashes by a newspaper columnist:

Volkswagen is in trouble - terrible trouble - very terrible trouble, and we can sit on the sidelines - entry free - and bask in somebody else's trouble for hours on end.

Perhaps he should have read his paper's own guide on the subject of dashes:

Dashes are sloppy punctuation, ugly in narrow columns of newspaper type. They often indicate that a sentence is badly constructed and needs rewriting.

Happily this advice is ignored by everyone on the paper.

In typewriting, where dashes are not usually available, it is customary to use a hyphen with a space either side.

### 3.3. Parentheses

The basic purpose of **parentheses** is to present explanatory material in a way that does not disturb the flow of the sentence. There are four roles that govern the use of parentheses in a sentence.

1. *Words or phrases can be enclosed in parentheses within a sentence to provide additional information or give instructions.*

The department meeting (*held semiquarterly*) is a good opportunity to voice complaints.

The word in parentheses *held semiquarterly* are given as additional information to the sentence.

Please complete these forms (*use dark ink or type*).

The words in parentheses ***use dark ink or type*** are given as instructions in the sentence.

The major cities in the Northeast (*Boston, Providence, and New Haven*) have agreed to support the food drive.

The words in parentheses *Boston, Providence and New Haven* are given as additional information to the sentence.

2. *Sometimes parentheses are used for page numbers or directions within a report.*

The questionnaire used in the study (*see page 43*) was pilot tested in Pittsburgh.

The list of participants in the study (*see Appendix B*) is presented according to standard industrial classifications.

3. *Occasionally it is necessary to enclose a complete sentence in parentheses. When this happens, remember that the sentence begins with a capital letter and ends with the appropriate punctuation **within** the closing parenthesis.*

The merchandise must be delivered by next Friday. (*The warehouse will not accept it any later*).

Our anniversary sale's special values continue through November 30. (*Call 555-4444 for more details.*)

4. *As discussed earlier a list can be written within a sentence. When items listed are numbered, the numbers are usually enclosed within parentheses. Remember that no periods follow the numbers or letters inside or outside the parentheses.*

We are opening new branch offices in the cities: (1) Atlanta, (2) Dallas, and (3) Memphis.

## EXERCISES

**Exercise 1. The punctuation in the following examples is correct. Comment on its use.**

### **Colon**

a. A first - aid kit should contain the following items:  
common wool, sticking plasters, antiseptic cream, bandages, and a pair of scissors.

### **Semicolon**

b. Some people believe he is a paragon of virtue; others maintain that he's dishonest and corrupt.

c. People say that travel broadens the mind; it can also be a frustrating and dangerous experience.

### **Brackets**

d. My wife (I hope she is wrong) thinks my project has little chance of success.

e. Schooldays (so we are told) are the happiest days of our lives.

## Hyphen

- f. ex-champion; anti-abortion
- g. re-elected; co-operate, pre-eminent
- h. up-to date news, a nine-to-five job a ten-year-old boy.

## Dash

- i. The London - Horsham - Brighton route;  
The Marxist - Trotskyste split.

### Exercise 2. Complete the sentences. Use the words in brackets in the correct order.

1. I .... *can never remember*..... her name. (remember / never / can)
2. I ..... sugar in coffee. (take / usually)
3. I ..... hungry when I get home from work. (am / usually)
4. 'Where's Jim?' 'He ..... home early.' (gone / has / probably)
5. Mark and Diane ..... in Manchester. (both / were / born)
6. Liz is a good pianist. She ..... very well. (sing / also / can)
7. Our car ..... down. (often / breaks)
8. They live in the same street as me but I ..... to them. (never / have / spoken)
9. We ..... a long time for the bus. (have / always / to wait)
10. My sight isn't very good. I ..... with glasses. (read / can / only)
11. I ..... early tomorrow. (probably / leaving / will / be)
- 12 I'm afraid I ..... able to come to the party. (probably / be / won't)
- 13 It's difficult to contact Sue. She ..... at home when I phone her. (is / hardly ever)
- 14 We ..... in the same place. We haven't moved. (still / are / living)
- 15 If we hadn't taken the same train, we ..... each other. (never / met / would / have)
- 16 'Are you tired?' 'Yes, I ..... at this time of day.' (am / always)

### Exercise 3.

a. Ask Liz questions. (Look to her answers before you write the questions.)

1. (where / from?) ...*Where are you from?..* From London originally.
2. (where / live / now?) Where..... In Manchester.
3. (married?)..... Yes.
4. (how long / married?)..... 12 years.
5. (children?)..... Yes, three boys.
6. (how old / they?)..... 4, 7 and 9.
7. (what / husband / do?)..... He's a policeman.
8. (he / enjoy his job?)..... Yes, very much.
9. (arrest anyone yesterday?)..... I don't know.
10. (how often / go / on holiday?)..... Usually once a year.
11. (where / next year?)..... We don't know yet.

b. *Make questions with **who** or **what**.*

- |   |                                    |
|---|------------------------------------|
| 1. Somebody hit me.                     | ... <i>Who hit you?</i> .....      |
| 2. I hit somebody.                      | .... <i>Who did you hit?</i> ..... |
| 3. Somebody gave me the key.            | <i>Who</i> .....                   |
| 4. Something happened.                  | <i>What</i> .....                  |
| 5. Diane told me something.             | .....                              |
| 6. This book belongs to somebody.       | .....                              |
| 7. Somebody lives in that house.        | .....                              |
| 8. I fell over something.               | .....                              |
| 9. Something fell on the floor.         | .....                              |
| 10. This word means something.          | .....                              |
| 11. I borrowed the money from somebody. | .....                              |
| 12. I'm worried about something.        | .....                              |

c. Put the words in brackets in the correct order. All the sentences are questions.

1. (when/ / was / built / this house) ..... *When was this house built?*  
.....
2. (how / cheese / is / made) .....  
.....

3. (when / invented / the computer / was) .....
4. (why / Sue / working / isn't / today) .....
5. (what time / coming / your friends / are) .....
6. why / was / cancelled / the concert) .....
7. (where / your mother / was / born) .....
8. (why / you / to the party / didn't / come) .....
9. how / the accident / did / happen) .....
10. why / this machine / doesn't / work) .....

d. Write negative questions from the words in brackets. In each situation you are surprised.

1. A. We won't see Ann this evening.  
B. Why not? (she / not / come / to the party?) ... *Isn't she coming to the party?* .....
2. A. I hope we don't meet Brian tonight.  
B. Why? (you / not / like / him?) .....
3. A. Don't go and see that film.  
B. Why not? (it / not / good) .....
4. A. I'll have to borrow some money.  
B. Why? (you / not / have / any?) .....

#### **Exercise 4. Put the parts of the sentence in the right order.**

1. (the party / very much / everybody enjoyed) ... *Everybody enjoyed the party very much.* ...
2. (we won / easily / the game) .....



- .....
3. (quietly / the door / I closed) .....
  - .....
  4. (Diane / quite well / speaks / German) .....
  - .....
  5. (Tim / all the time / television / watches) .....
  - .....
  6. (again / please don't ask / that question) .....
  - .....
  7. (football / every weekend / does Ken play?) .....
  - .....
  8. (some money / I borrowed / from a friend of mine) .....
  - .....

**Exercise 5. Complete the sentences. Put the parts in the right order.**

1. (for a long time / have lived / in the same house)  
They ... *have lived in the same house for a long time.* .....
2. (to the bank / every Friday / go) I .....
- .....
3. (home / did you come / so late) Why .....
- .....?
4. (her car / drives / every day / to work)  
Ann .....
5. (been / recently / to the cinema) I haven't .....
- .....
6. (at the top of the page / your name / write)  
Please .....
7. (her name / after a few minutes / remembered)  
I .....
8. (around the town / all morning / walked)  
We .....
9. (on Saturday night / didn't see you / at the party)  
I .....
10. (some interesting books / found / in the library)  
We .....

11. (the children / yesterday / to the zoo / took)

Sally .....

12. (opposite the park / a new hotel / are building)

They .....

**Exercise 6. Arrange these groups of words in the right order.  
Add a full stop, exclamation point or question mark.**

Describe each sentence as a statement, command, question or exclamation.

**Model:**

the coffee / don't spill

Don't spill the coffee! (command)

1. 'the fill / can't pay / I' / he cried .....

2. 'the nearest motel / where's' / he asked .....

3. today's papers / have you seen .....

4. for me / please / open the door .....

5. to meet you / how nice .....

6. on time / the plane / won't arrive .....

7. my umbrella / where and you put .....

8. arrived / the bus / 10 minutes late .....

9. this fill / I can't pay .....

**Exercise 7. Complete the sentences using one of the following:**

10 mile (s)                  60 minute (s)                  4 hour (s)

600 year (s)                  3 year (s)                  30 pound (s)

3 course (s)                  15 page (s)                  7 day (s)

370 page (s)                  10 minute (s)

Model: 2 days ago I received a *15-page* letter from Peter.

1. At work in the morning I usually have ..... for coffee.

2. It's quite a long novel. There are .....

3. We went for a ..... walk in the country.

4. There are ..... in an hour.

5. The oldest building in the city is the ..... old castle.
6. I work ..... a week. I have no free time at all.
7. Jane has started a new job. She's got a ..... contract.
8. It was a big meal. There were .....
9. We didn't have any change. I only had .....
10. It's only ..... flight from Dublin to Moscow.

**Exercise 8. Rewrite the following sentences using compound adjectives.**

**Model:**

The office-block costs 3 million pounds.  
It's a three-million -pound office-block.

1. The tunnel is 20 kilometers. It's .....
2. The man is 60 years old. He's .....
3. The fence is 10 miles. It's .....
4. The conference lasts 6 days. It's .....
5. It's a note for 30 pounds. It's .....
6. The farm is 90 hectares. It's .....
7. My engine is 3 litres. It's .....
8. The journey takes 4 days. It's .....
9. The bag weighs 10 kilos. It's .....
10. The programme lasts 40 minutes. It's .....

**Exercise 9. Add periods, question marks, exclamation points, semicolons, and colons where appropriate in the following sentences.**

**Example:**

Your flight will arrive in Los Angeles at 5:15 p.m., consequently, we will be unable to meet until Tuesday.

1. She wanted to work for the FBI
2. Your success in communications relates to your success at work
3. English language skills are important for success I hope mine are improving
4. Leo wants a job that offers the following benefits three weeks vacation, medical insurance, and tuition reimbursement

5. When will you be able to start work
6. Our syllabus has been revised however, the dean has not yet approved it
7. The budget cuts were devastating We could order no office supplies for the next three months.
8. The following main topical areas should appear in the outline
  - 1 Introduction
  - 2 Body
  - 3 Conclusions and Recommendations
9. Your next interview is scheduled for 845 a m
10. The letter was addressed to T M Kelly

**Exercise 10. Circle all incorrect uses of hyphens, dashes, and parentheses in the following sentences. Rewrite the sentence correctly, inserting any missing hyphens, dashes, and parentheses.**

**Example:**

The florists report that February 14 Valentine's Day is their best day of the year.

The florists report that February 14 - Valentine's Day - is their best day of the year.

1. Sheila did a first, class job with that project.  
.....
2. Computers "R" Us will begin its anniversary sale October 31 see the ad in Monday's paper for details.  
.....
3. New Year's Day which of course is January 1 is a holiday for many businesses.  
.....
4. The old fashioned desk will look good in my office.  
.....
5. Where will the conference the international one be held this year?  
.....
6. I like being the hardest working person in the typing pool.  
.....
7. The company's colors blue and white are included in their logo.  
.....
8. Diligence that is the key to success.  
.....
9. Our manager is pleased very pleased with your job performance.

.....  
10. The application deadline is May 31 or is it June 31?  
.....

**Exercise 11. Translate sentences from Russian into English.**

1. Она подумала, что я шучу. \_\_\_\_\_  
\_\_\_\_\_
2. Интересно, что случилось с Хилари? \_\_\_\_\_  
\_\_\_\_\_
3. Нам хотелось бы знать: на самом ли деле это являлось  
причиной ее смерти. \_\_\_\_\_  
\_\_\_\_\_
4. На фотографии было написано: “Дорогая! Сколько раз я  
должен говорить тебе! Никогда не звони мне на работу!”  
\_\_\_\_\_  
\_\_\_\_\_
5. Поезд из Бата (Bath) прибывает в 4.37 (смотрите расписание).  
\_\_\_\_\_
6. Сара Дж. Смит – одна из наших кандидатов. \_\_\_\_\_  
\_\_\_\_\_
7. Я заработал 158 фунтов 42 пенса на прошлой неделе. \_\_\_\_\_  
\_\_\_\_\_
8. Это письмо адресовано в Бостон, мама. \_\_\_\_\_  
\_\_\_\_\_
9. Мистер Блок доктор философии? \_\_\_\_\_  
\_\_\_\_\_
10. Ты спросил Тома о времени начала этой встречи? \_\_\_\_\_  
\_\_\_\_\_
11. Сколько стоят эти конфеты? А эти пирожные? А эти пирожки?  
А эти плитки шоколада? \_\_\_\_\_  
\_\_\_\_\_
12. Добро пожаловать в Лос-Анджелес! \_\_\_\_\_  
\_\_\_\_\_
13. Новая машина меньше, а кроме того, мы не сможем ее  
использовать для длительных путешествий. \_\_\_\_\_  
\_\_\_\_\_
14. Джек обманул нас; на самом деле я никогда не верила ему. \_\_\_\_  
\_\_\_\_\_

15. Эта поездка включает в себя посещение города Брайтона (Brighton) в графстве Ист Сасекс (East Sussex); города Кентербери (Canterbury) в графстве Кембриджшир (Cambridgeshire). \_\_\_\_\_
16. Это наши учителя: мистер Питерхед, директор; миссис Уайт, учитель английского языка; мистер Кук, учитель географии. \_\_\_\_
17. Ник сказал, что причина его ухода была простой: он устал. \_\_\_\_\_
18. То лето было замечательным: мы проехали по всей Шотландии с нашими ближайшими друзьями. \_\_\_\_\_
19. Сегодня я очень счастлив: я получил письмо, которое ждал очень много времени. \_\_\_\_\_
20. У нее пять детей: Генри, Джеймс, Кейт, Мэри и Алекс. \_\_\_\_\_
21. Опрятность (как говорила всегда моя мама) - это почти что набожность. \_\_\_\_\_
22. Я купил сорокапятиминутную кассету (она стоит пятьдесят центов). \_\_\_\_\_
23. У миссис Адамсон семимесячный ребенок. \_\_\_\_\_
24. Вы пользуетесь лампочками 100 ватт в этой комнате? \_\_\_\_\_
25. Когда она была студенткой, то работала приходящей няней 2 дня в неделю. \_\_\_\_\_
26. Правительство уделяет большое внимание контролю над рождаемостью. \_\_\_\_\_
27. Нам повезло: мы живем в зажиточном районе. \_\_\_\_\_
28. Антон очень высокий, широкоплечий молодой человек - он очень красивый. \_\_\_\_\_

29. Не говорившие по-английски участники конференции воспользовались услугами переводчика. \_\_\_\_\_

30. Полет был ужасен: мы летели на устаревшем самолете. \_\_\_\_\_

## LESSON 2

## УРОК 2

### 1. COMMAS WITH PHRASES AND CLAUSES

#### 1.1. Rule one

*A comma should be used before the conjunction separating two independent clauses.*

Look at the following sentence.

We knew the orders would arrive on time, and we were ready to do the work.

In this sentence, the two independent clauses are separated by a comma. The comma is placed before the conjunction *and*.

**Wrong**      We are going to the store and we will buy ten boxes of paper clips.

**Right**      We are going to the store, and we will buy ten boxes of paper clips.

A comma is placed before *and*. The word *and* is the conjunction separating the two independent clauses.

A coordinating conjunction is a conjunction that joins words, phrases, or clauses of equal value. Commonly used coordinating conjunctions are as follows: *and, but, or, yet*.

#### 1.2. Rule two

*A comma should be used to set off a dependent clause or participial phrase at the beginning of a sentence.*

Look at the following sentence.

To arrive on time, we will have to leave the office by 8:00.

*To arrive on time* is the dependent clause introducing the sentence. The comma is placed after the dependent, introductory clause.

**Wrong** Since we are concerned about quarterly profits we will cut costs and raise revenues.

**Right** Since we are concerned about quarterly profits, we will cut costs and raise revenues.

The dependent clause *since we are concerned for the bottom line* introduces the sentence and is therefore followed by a comma.

**Wrong** Taking notes on a legal pad she tried to form a coherent strategy.

**Right** Taking notes on a legal pad, she tried to form a coherent strategy.

The participial phrase *taking notes on a legal pad* introduces the sentence and is therefore followed by a comma. Remember that a participial phrase begins with the present (*ing* ending) or past (*ed* ending) form of a regular verb.

### 1.3. Rule three

*A comma should be used to set off phrases and clauses that interrupt, explain, or are parenthetical to the main thought of a sentence.*

Look at the following sentence.

The manual files were always well maintained, in my opinion, although the files will soon be stored electronically.

In this sentence, the parenthetical phrase *in my opinion* is set off by commas.

**Wrong** Jenny Smith who is a very creative writer will write the strategic marketing plan.

**Right** Jenny Smith, who is a very creative writer, will write the strategic marketing plan.

In this sentence, the phrase *who is very creative writer* is not essential to the meaning of the sentence. The phrase is therefore set off with commas.



**Wrong** The accountants each carrying a ledger arrived early to the meeting.

**Right** The accountants, each carrying a ledger, arrived early to the meeting.

In this, the phrase *each carrying a ledger* is not essential to the meaning of the sentence. The phrase is therefore set off with commas.

If the phrase or clause, however, is essential to defining the meaning of the sentence, there is no need for a comma before the phrase or clause. Look at the following sentence.

The production date will not change in our opinion.

In this sentence, the phrase *in our opinion* is essential to the meaning of the sentence.

**Wrong** The employees, who are proficient on the computer do not need to attend the seminar.

**Right** The employees who are proficient on the computer do not need to attend the seminar.

The dependent clause *who are proficient on the computer* is essential to this sentence. If this clause was excluded, the sentence would be changed in meaning, i.e., the employees do not need to attend the seminar.

## 2. COMMAS WITH WORDS

### 2.1. Rule four

*Commas should be to set off names and titles of persons that are parenthetical to the description of that person within the sentence.*

Look at the following sentence.

Stacy Samuels, vice president of marketing, wrote the proposal.

In this sentence, the phrase *vice president of marketing* is a title that further describes Stacy Samuels, but is not essential to the meaning of the sentence. The title is set off by commas.

**Wrong** Bill Fisher the president and CEO plays a tough game of golf.

**Right** Bill Fisher, the president and CEO, plays a tough game of golf.

<b>Wrong</b>	Ginger Hayano Research Coordinator was a good friend of mine.
<b>Right</b>	Ginger Hayano, Research Coordinator, was a good friend of mine.
<b>Wrong</b>	That must be George Porgy M.D.
<b>Right</b>	That must be George Porgy, M.D.

## 2.2. Rule five

*A comma should be used to set off dates with years. Place a comma before and after the year in the month and day precede the year. If only the month and year are used to set off names, street numbers, cities, and states in addresses. However, do not use a comma to separate a zip code from its state in an address.*

<b>Wrong</b>	He came into this world on October 11 1959 and was immediately welcomed.
<b>Right</b>	He came into this world on October 11, 1959, and was immediately welcomed.
<b>Wrong</b>	We expected the shipment to arrive sometime in March, 1993.
<b>Right</b>	We expected the shipment to arrive sometime in March 1993.
<b>Wrong</b>	Send it to Robert Lui, 1111 Elm Street, Yourtown, WI, 53 122.
<b>Right</b>	Send it to Robert Lui, 1111 Elm Street, Yourtown, WI 53 122.

## 2.3. Rule six

*A comma should be used to separate two or more adjectives modifying the same noun, unless all the adjectives are joined by conjunctions.*

Look at the following sentence as an example.

The musician is diligent, devoted, and intelligent.

In this sentence, the three adjectives *diligent*, *devoted*, and *intelligent* are separated by commas.

*However, do not be conjoined by adjectives of unequal value, which do not require commas.* Look at the following sentence.

We stood by the large gray house.

In this sentence, the words *large* and *gray* do not have a comma between them because they are not of equal value. The adjective *large* tells you what kind of gray house it is; therefore, *large* modifies a combination of *gray* and *house*.

**Wrong** To succeed in flight school, you must be smart fit and self-confident.

**Right** To succeed in flight school, you must be smart, fit, and self-confident.

**Wrong** The small, blue bird left its nest.

**Right** The small blue bird left its nest.

## 2.4. Rule seven

*A comma should be used to separate short noun phrases that directly follow a noun, are the grammatical equivalent of a noun they follow, and are not essential to the meaning of the sentence.*

Look at the following sentences.

Jill, the marathon runner, was prepared for the upcoming race.

In this sentence, the noun phrase *marathon runner* is the same thing as the noun it is describing — *Jill*. Thus *Jill* and *marathon runner* are grammatically equivalent and a comma should be placed before and after the noun phrase the *marathon runner*.

**Wrong** Mary the lawyer was to defend the client in court today.

**Right** Mary, the lawyer, was to defend the client in court today.

If the noun phrase that follows the noun, however is necessary to distinguish the meaning of the sentence, no comma is used. Look at the following sentence.

Jill and the members of the running club took part in a pre-race spaghetti dinner.

In this sentence, the whole noun phrase *Jill and the members of the running club* is essential to the meaning of the sentence and should not be separated by a comma.

**Wrong** We, members of the legal community, needed an excellent research staff.

**Right**      We members of the legal community needed an excellent research staff.

### **3. COMMAS WITH QUOTATIONS, IN A SERIES, AND WITH NUMBERS**

#### **3.1. Rule eight**

*A comma should be used to set off a direct quotation from the rest of the sentence.*

**Wrong**      “The report” said the congresswoman “will be carefully studied.”

**Right**      “The report,” said the congresswoman, “will be carefully studied.”

**Wrong**      “We need to hire three accounting clerks to process these transactions” Mr. Jackson said.

**Right**      “We need to hire three accounting clerks to process these transactions,” Mr. Jackson said.

#### **3.4. Rule nine**

*A comma should be used to separate words, phrases, or clauses in a series. Be sure to use a comma before the word and in the series.*

**Wrong**      We brought cats balls and gloves to the game.

**Right**      We brought cats, balls, and gloves to the game.

**Wrong**      I arrived I ate I left.

**Right**      I arrived, I ate, I left.

**Wrong**      We will pitch a tent build a fire and boil some water.

**Right**      We will pitch a tent, build a fire, and boil some water.

#### **3.3. Rule ten**

*A comma should be used to separate consecutive numbers and within numbers of five or more digits. For a number with five or more digits, place a comma at intervals of three digits beginning at the right.*

**Wrong**      He read off the numbers 22 48 61 94 and 98.

**Right**            He read off the numbers 22, 48, 61, 94, and 98.

**Wrong**           He was said to have earned \$375000 last year.

**Right**            He was said to have earned \$375,000 last year.

## **SUMMARY**

### **Comma rules**

1. A comma should be used before a conjunction separating two independent clauses.
2. A comma should be used to set off a dependent clause or participial phrase at the beginning of a sentence.
3. A comma should be used to set off phrases and clauses that interrupt, explain, or are parenthetical to the main thought of a sentence. However if the phrase or clause is essential to the meaning of the sentence, there is no need for a comma before the clause or phrase.
4. A comma should be used to set off names and titles of persons that are parenthetical to the description of that person within the sentence.
5. A comma should be used to set off dates with years. Place a comma before and after the year if the month and day precede the year. If the day does not precede the year, do not use a comma. A comma should also be used to set off names, numbers, cities, and states. However, so not use a comma to separate a zip code from its state in an address.
6. A comma should be used to separate two or more adjectives modifying the same noun, unless all the adjectives are joined by conjunctions. However, do not be confused by adjectives of unequal value, which do not require commas.
7. A comma should be used to separate short noun phrases that directly follow a noun, are the grammatical equivalent of a noun they follow, and are not essential to the meaning of the sentence.
8. A comma should be used to set off a direct quotation from the rest of the sentence.
9. A comma should be used to separate words, phrases, or clauses in a series. Be sure to use a comma before the word and in a series.
10. A comma should be used to set off consecutive numbers and within numbers of four or more digits. When writing a number with

four or more digits, place a comma at intervals of three digits beginning at the right.

## EXERCISES

**Exercise 1. Add commas where appropriate in the following sentences.**

**EXAMPLE**

Kurt saved, printed, and closed the computer files.

1. Lynda keyboarded proofread and copied the report.
2. Please add the following numbers: 22 46 39 72 and 11.
3. The Phi Beta Lambda members planned a bake sale developed an advertising plan baked dozens of goodies and made a lot of money.
4. Patrick Sharon Anthony and Carin are doing internships this quarter.
5. The plan would have cost \$1200000.
6. The computers were set up the software was installed and the printer was tested.
7. "The document" said the president "should be sent express mail."
8. Your cooperation your thoughts and your skills are critical to the success of the project.

**Exercise 2. Insert commas where needed in the following sentences and rewrite each sentence. If the sentence is correct, circle the number of the sentence.**

**EXAMPLE**

I walked back to the photocopier but my original document was already gone.

I walked back to the photocopier but my original document was already gone.

1. Maria waited for the fax but it was late arriving from Montreal.  
\_\_\_\_\_
2. The computer network was newly installed, and every employee wanted to use it.  
\_\_\_\_\_
3. You can key the report on the PC or you can use an electronic typewriter.

- 
4. He was new at the construction site yet he felt confident in his new career.
  5. The sales analysis was not completed, but the budget was presented anyway.
  6. He needed a career change yet he was nervous about interviewing for jobs.
  7. The mechanic could repair the motor or she could repair the carburetor.
  8. It was not an easy task, but the marketing assistant responded to every customer call.
  9. The new desktop publishing software arrived yesterday yet the employees remained nervous about learning it.
  10. He liked working through the new microcomputer software package, but he also liked writing poetry.
- 

**Exercise 3. Add commas where appropriate in the following sentences. If the sentence is already correctly punctuated, circle the number of the sentence. In the space provided indicate if each sentence contains either a participial phrase (P) or a dependent clause (D).**

**EXAMPLE**

P Speaking to the audience, she gave her best explanation of the procedure.

1. After you complete the information sheet the doctor will see you.
2. Laughing at himself for his stupidity, Stuart found he had worn his pajama top to work.
3. After coming up with the idea for the research project Eric wrote the proposal to get funding.
4. Before you agree, you should carefully consider the time commitment you are making.

5. If you are unable to attend the meeting, be sure to send someone in your place.
6. Her confidence being as high as it had ever been Merrie was willing to try her hand at sales.
7. While the copy machine is being repaired please key this document.
8. Walking to the door, Mee saw the item she wanted in the window of the store.
9. If I had not been so preoccupied I would not have stepped off the curb into the puddle.

**Exercise 4. Add commas where appropriate in the following sentences. In the space provided, indicate whether the interrupting part of the sentence in a phrase (P) or a clause (C).**

**EXAMPLE**

C The new manager, who speaks French, received a warm welcome at the Paris trade show.

1. Both Lagan who was once a secretary has just been promoted to vice president of sales.
2. Your cooperation whether or not you agree is critical to the success of the project.
3. The little girls skipping and laughing came late to school.
4. The project, although time-consuming, is stimulating and educational.
5. Teleconference which is the newest feature will make our phone system perfect for customer service needs.
6. The results, if I conducted the meeting would be better articulated.
7. The appointment book in my opinion is the most valuable tool on my disk.
8. The invoices arriving several days late backed up our work day considerably.
9. We four friends wanting to travel will vacation in Florida this year.
10. His personal philosophy which is very healthy is to "Eliminate the negative, accentuate the positive."



**Exercise 5. Insert or delete the commas correctly in the following sentences. If the sentence is correct, circle its number.**

**EXAMPLE**

I will graduate on June 6, 1993.

1. The firm sold off its electronics division in June 1981, and now the firm is in terrible straits.
2. The telemarketers were bright enthusiastic and diligent.
3. Jo Wilson, M.D., will give the lecture on cancer prevention.
4. John was a happy cheerful worker.
5. The mailing address is The University of Georgia, 225 Academic Building, Athens, GA 30602.
6. The manager of accounts receivable Betty Wong will address the matter.
7. Send your reservations to The Blair House Box 92 Hangtown CA, 90300.
8. The beautiful dragonfly perched on the window ledge.
9. This was a nice, pleasant surprise.
10. Almost every American remembers November 22 1963.

**Exercise 6. Add commas where appropriate in the following sentences.**

1. Richard the new systems analyst found the error.
2. I trust that you Betsy Gray should be able to manage nicely.
3. The nurse Jane O'Hare was always on hand.
4. You have to hand it to Harvey our manager.
5. Jacqueline the accountant prepares the firm's audit records.
6. Dick a restaurateur opened his sixth restaurant.
7. Give the news to Josie the club secretary for her newsletter.
8. Murray the waiter and Murray the purchasing agent are not related to each other.
9. Give the plans to Kirby the mailroom apprentice.
10. The head of sales Mark McCullaugh was a true friend to all his employees.

**Exercise 7. COMMAS WITH QUOTATIONS, IN A SERIES, AND WITH NUMBERS: Add commas where appropriate in the following sentences.**

**EXAMPLE**

We have studied math, history, and biology.

1. I have traveled through Sweden Germany and France.
2. The new copy machine was on sale for \$8956.
3. "This job", said the personnel manager "will be a great opportunity for your."
4. Katja was determined to improve her reading writing and math skills before she applied to college.
5. The book included tips for implementing employee work teams developing flexible work hours and managing performance reviews.
6. I was told by the interviewer that my starting salary would be \$25500.
7. I will be taking Business Communication Advanced Keyboarding and Computerized Accounting next quarter.
8. The grandparents were ages 73 81 85 and 92.
9. I have read the book seen the video and heard the recording.
10. Jacqueline outlined the topic scheduled the speaker and arranged the guest list.
11. "I plan to graduate next June" said my friend Marie.
12. Should we purchase a word processing spreadsheet or desktop publishing program?
13. Understanding emerging technologies understanding international economies and understanding American import policies were issues addressed in the article.
14. Movie stars can now demand a salary of at least 10000000 per movie.
15. The assistant had to answer the phone key the report and write the letter within five minutes.

**Exercise 8. Add commas where appropriate in the following sentences.**

**EXAMPLE**

She graduated on June 10, 1980.

1. Bruce recorded all the transactions deposited all the money and prepared all the financial statements.
2. As a consequence many will be pleased with the decision.

3. To become a professional you must think act and look like a professional.
4. Landscaping by Mike moved to 2140 Glen Canyon Road Sierra Madra California.
5. No one is certain how the new marketing scheme which was first tested on Monday will stand up to the competition.
6. Before he made his recommendation to the committee he carefully examined all the bids.
7. "We will provide adequate resources for your research" said the president.
8. George will begin his new job in July 1991.
9. Your suggestion was one that we adopted and we intend to implement it as early as next month.
10. Add these numbers: twelve thirty-two nine-eleven twenty-eight.
11. Since you are going to be there would you pick up some literature for me?
12. On the contrary we are advocates of employee tuition programs.
13. Our new manager who was hired last June will accompany us to the conference.
14. Managers make their own dinner reservations but we will make an exception for you.
15. Your report is in fact excellent.

**Exercise 9. COMMAS: You work in the employee benefits office of a large manufacturing firm. Your manager has just written a rough draft of a memo telling employees that they will now be able to choose from a variety a employee benefits. The only problem you notice with the memo concerns correct comma use. Identify all the comma errors and rewrite the memo on a separate sheet of paper.**

To: All Employees

After carefully considering a wide variety of employee benefits packages we have selected an additional six from which you may choose. The differences among these plans deal primarily with different health-care packages such as eye care dental care retirement income child care and other benefits.

Throughout the history of our firm the owners have made every effort to provide the best benefits available to their employees. This offer without a doubt will continue that tradition.

Please call our office of you have any questions.

### Exercise 10. Translate sentences from Russian into English.

1. Мистер Блэк собирается встретить делегацию иностранных бизнесменов в аэропорту, а мы будем ждать их в офисе. \_\_\_\_\_  
\_\_\_\_\_
2. Чтобы встретить эту делегацию, он уехал в 7 часов. \_\_\_\_\_  
\_\_\_\_\_
3. Слушая его очень внимательно, она поняла, что он нервничает.
4. Этот певец, который очень популярен в России, приезжает завтра. \_\_\_\_\_  
\_\_\_\_\_
5. Во вторник вечером в 8 часов в Бейли Холл майор Р. Джойс прочитает лекцию о его путешествии в Месопотамии. \_\_\_\_\_  
\_\_\_\_\_
6. Уже почти половина шестого, и мы не сможем доехать до города до наступления темноты. \_\_\_\_\_  
\_\_\_\_\_
7. Я едва узнал его, он так изменился. \_\_\_\_\_  
\_\_\_\_\_
8. Человек предполагает, а Бог располагает. \_\_\_\_\_  
\_\_\_\_\_
9. Они поженились 15 апреля 1997 года. \_\_\_\_\_  
\_\_\_\_\_
10. Присылайте свои письма мистеру Харрисону, проживающему по адресу: Брук стрит, дом 14, город Рэмсгейт, почтовый код SF 2577. \_\_\_\_\_  
\_\_\_\_\_
11. Мистер Дункан, наш менеджер, был очень доволен вашей работой. \_\_\_\_\_  
\_\_\_\_\_
12. Ученик выбрал номера 2, 4, 6, 8 и 10. \_\_\_\_\_  
\_\_\_\_\_
13. Его отец заработал 300 тысяч фунтов в прошлом году. \_\_\_\_\_  
\_\_\_\_\_
14. Каждое окно, картина и зеркало было разбито. \_\_\_\_\_  
\_\_\_\_\_

15. Он увидел женщину в сопровождении двух детей, идущих медленно по улице. \_\_\_\_\_  
\_\_\_\_\_
16. Молодой и неопытный, я думал, что эта задача будет легкой. \_\_\_\_\_  
\_\_\_\_\_
17. В 1980 году мне исполнился 21 год. (In the year...) \_\_\_\_\_  
\_\_\_\_\_
18. Я заходил к нему вчера, но он уехал из города. \_\_\_\_\_  
\_\_\_\_\_
19. Китс (Keats - английский поэт) провозглашает, что красота - это правда, настоящая красота. \_\_\_\_\_  
\_\_\_\_\_
20. Мое мнение такое же ценное, как и его, а может быть и лучше. \_\_\_\_\_  
\_\_\_\_\_
21. Опишите событие, основное или не самое главное, произошедшее давно или совсем недавно, в истории вашей страны. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
22. Вы можете взять напрокат мою машину, пока она мне не нужна. \_\_\_\_\_  
\_\_\_\_\_
23. Завтра будет дождь, вот увидишь. \_\_\_\_\_  
\_\_\_\_\_
24. Извини, должно быть, ты шутишь. Я не верю тебе. \_\_\_\_\_  
\_\_\_\_\_
25. 'Но минуточку (минуту?), вы сказали мне встречать мистера Харрисона в аэропорту в 2 часа, разве не так?' 'Нет, я попросил Вас встретить его на станции в 3 часа!' \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
26. Мы обычно едем на автобусе до местечка Хэд (Beachy Head), которое очень красиво, потому что расположено недалеко от леса. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
27. Ну что же, я посмотрю, что я могу для вас сделать. \_\_\_\_\_  
\_\_\_\_\_
28. Однако временами авторское отношение к ограблению и Денни меняется. (из рецензии на книгу). \_\_\_\_\_  
\_\_\_\_\_

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29. С этого момента, каждое воскресенье он путешествовал по сельской местности. \_\_\_\_\_

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30. Они торговались полчаса, и в конце концов, Боггис получил стулья менее чем за 20<sup>о</sup> часть их стоимости. \_\_\_\_\_

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## LESSON 3

## УРОК 3

### 1. QUOTATION MARKS, UNDERSCORE, APOSTROPHE, AND ELLIPSIS

#### 1.1. Direct Quote Structures

A **direct quote structure** is any structure which shows that you are reporting what someone said or wrote (or sometimes thought) as if you were using their own words.

The basic type of **direct quote structure** consists of two clauses: a **reporting clause** (the reporting signal):

*I said, 'I'm going out'.*

and a **quote** (the message):

*I said, 'I'm going out'.*

If you read a direct quote, you do not know whether the quote is exactly the same as the words used in the original language event. In a newspaper report, for example, the quote may only be roughly what the original speaker said: quite often, different newspapers quote the same speaker as saying different words. If someone is telling a story, they may use a direct quote even if they do not remember exactly what was said. In a novel, there is no original speaker and no original language event. The words exist only in the writer's imagination. In an academic paper, on the other hand, there is a convention that the words of the quote will be accurately copied from the original piece of writing. In all the cases, however, the **reporter** - the person making the report - is implying that the quote does represent the original words.

## 1.2. Signal of Quotes

The most frequent reporting signal for direct quote structure in writing is the use of inverted commas ( ‘ ’ or “ ” ) around the quote. Inverted commas can signal a quote even if there is not reporting.

*Mark still shook his head in disbelief. ‘And what’s he doing about it?’ She asked him how old he was. ‘Twenty-three.’ ‘Do you work?’ ‘I will when I get back home. I’m a lawyer.’*

Note that inverted commas are sometimes called **quotation marks**. For the use of punctuation in direct quote structures.

## 1.3. Reporting Clauses in Direct Quote Structures

In addition to inverted commas, direct quote structures are very often signaled by a **reporting clause** containing a **reporting verb**. In the following examples, the reporting clause is underlined.

*‘I’m all right.’ said Jarvis.*

*He paused and asked, ‘How much do you remember?’*

*Then he said gently, ‘How have you been, Hannah?’*

*‘So how’s things with you?’ he asked.*

## 1.4. Position of Reporting Clauses in Direct Quote Structures

The reporting clause usually comes before or after the quote.

*But Flashman, who at first refused to comment, later said ‘As far as I am concerned Barry has not been sacked.’*

*‘Get out of here,’ Carlyle said.*

It can also come in the middle of the quote, especially in written narratives such as novels.

*‘It’s a captain’s job to lead from the front, he said afterwards, ‘and that’s what I felt I had to do.*

In speech, it is more usual to put the reporting clause first, to avoid ambiguity as to whether the speaker is quoting someone else or not.

*And then he said, ‘Why is his name on the electoral register?’*

In writing, the inverted commas normally indicate clearly that the writer is using a quote, and the reporting clause often follows the quote, particularly in narratives.

*'In the cupboard?' said the Captain. 'Yes,' said Jonathan. 'How do you know?' asked the Captain. 'I put it there,' said Jonathan.*

However, you often find the reporting clause before the quote in writing as well. This is the normal position in formal, academic writing, but it also occurs in other kinds of writing.

*Charles Raven once wrote: 'Religion involves adventure and discovery and a joy in living dangerously.'*

*I said to Felicity: 'You'd like that, wouldn't you?'*

*Accounts clerk Catriona Valentine said: 'It was a terrifying experience which I shall never forget.'*

There are some reporting verbs which rarely appear before the quote, although they often appear after it. These include 'agree', 'command', 'promise' and 'wonder'.

## 1.5. Reporting Clauses in Mid-Position

When the reporting clause comes in the middle of the quote, you have a great deal of choice as to exactly where you place the reporting clause, although some positions are not possible. Notice in the examples below that mid-position reporting clauses very often come after a complete first element of the quote (for instance, the subject of the quote clause).

The main positions are:

- after 'answer words' such as 'yes', 'no', 'okay' (which imply a question from someone else)  
*'Oh yes,' I said a trifle impatiently, 'we know the Gows are rich.'*  
*'No,' I said, 'I can't see.'*
- after the first noun group in the quote  
*'Your need,' he said, 'is for a man who really loves you.'*  
*'The problem,' I explained, 'is quite simple.'*  
*'All we have done,' Paula explained patiently, 'is to cut two branches off this cherry tree.'*



- after a clause, if the quote contains more than one clause  
*'You keep it,' she said, 'and let's start.'*  
*'If you don't mind my saying so,' Connie said, 'this is something you'll want to look at immediately.'*  
*'The thing is,' he told Mary Ann, 'surprises are very, very good for people.'*  
*'So tell me,' he asked, 'how did you get into the police department?'*
- after an adverb or prepositional phrase  
*'Unfortunately,' he wrote, 'your portrait of Eula Hall was not very good.'*  
*'In the final analysis,' he once said, 'we must rely on man's ingenuity.'*
- after a 'wh'-word in a question  
*'Why,' he asked, 'don't you let me buy you a meal or something?'*  
*'How long,' he asked, 'shall I be held hostage?'*
- after a vocative  
*'Mom,' she asked, 'where am I going?'*  
*'Ladies and gentlemen,' he rasped, 'there is only one verdict you can possibly reach.'*
- after an exclamation  
*'Oh hell,' Castle said, 'who would ring us at this hour?'*

## 1.6. Report Clauses with Long Quotes

If you want to use a quote of several sentences, it is common to use a reporting clause with the first sentence only, especially in writing, the reporting clause often comes at the end of the first sentence.

*'He's a curious guy,' Paul said to Tom Latimer. 'The things he asked! How old I was. Was I an only child? Maybe he just meant to be pleasant, but really!'*

In some cases, the reporting clause comes before the whole quote.

*She said: 'But you're not to register them in your name until you finish paying for them. I want to keep some control over you. Is that a deal?'*

In speech, it is common to repeat the reporting clause several times in a long quote, to make it clear that the quote is continuing.

*I said to him, 'Isn't that odd?' 'No, it's the usual thing now,' he said, 'there's so much industrial espionage goes on,' he said, 'that, you know, firms that have secrets, you know, sort of things they want to protect,' he said, 'it's an insurance to make sure their building is...' now what was it? I can't remember the word he used.*

Particularly in written stories, quotes often appear without reporting clauses, usually when it is clear who is talking to whom. The change of speaker is often shown by starting a new line, as well as by the quotation marks.

*'Doyle ain't here,' he said.*

*'Call him.'*

*'He's gone.'*

*'He ain't gone. He's hiding.'*

*'No, I told you he's gone.'*

## **1.7. Inversion of Subject and Reporting Verb**

When the reporting clause comes after the quote or in the middle of the quote, the subject is often put after the reporting verb.

*'Thank you,' said Brian.*

*'For how long?' asked my stepmother.*

*'Shall we sing it as we go?' 'Yes!' shouted the boy.*

*'We no longer believe in anything,' wrote Zuenir Ventura, one of Brazil's most observant journalists.*

This inversion is common in written quotes, but it also happens occasionally in speech.

*'Oh,' says Pam, 'I didn't know they did that.'*

The subject and verb are not usually inverted in this way when the subject is a pronoun. Note that none of the examples above has a pronoun as subject.

You also do not invert the subject and verb when the hearer is mentioned. In the following examples, the hearer is underlined.

*'Why don't they attack our centre with infantry?' Doggett asked Sharpe.  
'Shut up,' Thomas said to her.  
'It's the Tunis plane?' Nortier shouted at me.*

As you nearly always mention the hearer with 'tell', this means that 'tell' is not one of the verbs which can be inverted with the subject when it follows the quote.

*'I'm not responsible to you for anything,' Cross told her.*

Occasionally, newspaper journalists put the subject after the verb even when the reporting clause comes before the quote. The verb in these cases is usually 'say', although other verbs can be used.

*Said a delighted Ferguson afterwards: 'Andy is in tremendous form.'  
Added Smith: 'If I've got to bring in new players before the transfer deadline I will.'*

*Admitted Sir Lawrence, who refused to reveal yesterday's voting figure:  
'We would have liked an opening bowler.'*

In Britain, this structure is associated with 'popular' rather than serious journalism, and is used especially in sports reporting.

## **1.8. Quotes in Speech**

In speech, of course, there are no punctuation marks, so you have to indicate that you are using a quote in other ways.

As mentioned above, in speech you normally use a reporting clause with a quote. But you also normally signal the quote by using a particular tone of voice. For example, you can raise the pitch of your voice for the quote. You can also pause slightly before and after the quote and use a separate intonation pattern for it.

The intonation of spoken quotes generally imitates the way that the quote might be said by the original speaker, although the imitation is not necessarily an accurate one (just as the quote itself may not be an exact repetition of the original message).

The quoted question in the following example was spoken with a typical intonation for 'wh'-questions, with a fall on person.

*We all went, 'Who is that person?' and then I realized it was me.*

Occasionally, quotes are used without reporting clauses in oral narratives. In this case, the reporter will often show a change of speaker not only by imitating the intonation that the original speaker used but also by using a different tone of voice. In the underlined part of the example below, the reporter used a higher tone of voice and spoke slightly more softly to signal that she was quoting another speaker.

*Hariklia says she doesn't mind, you know, I keep saying, you know, 'I feel awful taking your bed.' 'I don't mind, Nanny, at all. I'm comfortable on this bed.'*

When you quote someone's thoughts, in telling a story about your experiences for example, you normally mark the quote off like other quotes, with pauses and an appropriate intonation pattern.

*I thought 'Ooh my God,' you know, 'she won't be a bit pleased.'  
A lot of the time you see it as: 'Oh well, they're doing self-access,  
phew! That takes the pressure off us teachers.'*

Particularly in formal speech situations, such as reading an academic paper aloud, the reporter may say 'quote' to signal the beginning of the quote and 'unquote' at the end.

*Halliday defines this as, quote, 'the starting-point for the message,'  
unquote.*

You can also do this in conversation, especially if you want to emphasize that you are quoting something in an ironic way.

*What about the, quote, inequality of our circumstances, unquote?*

If the quote is very short, the speaker may say 'quote, unquote' before the word.

*They call this sort of person, quote unquote, 'perseverative.'*

## 1.9. Punctuation for Quotes

As you may have noticed in the examples above, the punctuation for written quotes varies slightly from writer to writer, but there are some general conventions. These are explained below.

## 1.10. Inverted Commas

You can use single inverted commas (‘ ’) or double inverted commas (‘ ‘ ’ ’). In Britain single inverted commas are used in most published material except newspapers, while in the United States double inverted commas are more widely used.

Double inverted commas are more usual in handwriting in both countries. Those used at the beginning of a quote are called **opening inverted commas** and those at the end are called **closing inverted commas**.

In dictating punctuation, you normally say ‘open inverted commas’ or ‘open quotes’ and ‘close inverted commas’ or ‘close quotes’.

## 1.11. Other Punctuation Marks in Quotes

Note the position of the inverted commas in relation to other punctuation marks. When the direct quote structure consists only of a quote, all other punctuation marks are placed inside the inverted commas.

*‘But who would have taken the ice?’*

*‘I haven’t the slightest idea.’*

When the direct quote structure includes a reporting clause following the quote, there is a comma before the closing inverted commas, unless the quote finishes with a question mark or exclamation mark (which is also placed before the closing inverted commas).

*‘That’s right,’ the guard said.*

*‘Who else?’ Maria asked.*

*‘That’s not her, I told you!’ he shouted, pointing at the drawing.*

When the reporting clause comes before the quote, it is followed by a colon or a comma before the opening inverted commas. The quote begins with a capital letter.

*I joked a bit and Steve said: ‘This is serious.’*

*She answered, ‘Don’t ask, just go.’*

When a quoted sentence is separated into two parts by the reporting clause, there is a comma at the end of the first part of the quote before the closing inverted commas, and another at the end of the reporting clause before the opening inverted commas. The second part of the quote does not begin with a capital letter.

*'But I can assure you, Ginny,' he added, 'that you couldn't do better than Vogel.'*

Compare the punctuation in the example above with the next example, where there are two complete sentences in the quote. In this case, there is a full stop after the reporting clause; and the following quote begins with a capital letter.

*'I just need to talk to him about something,' Ben said. 'Have you seen him lately?'*

When the end of the quote is also the end of the direct quote structure, any final punctuation mark (full stop, question mark, or exclamation mark) is placed inside the closing inverted commas.

*She didn't return his affection, but said: 'I have had to make an important decision.'*

*He said only, 'May I walk home with you?'*

*Then Ros shouted: 'He killed him!'*

## 1.12. Quoting Thoughts

Quote structures are normally used to report something that someone has said or written - where the original message existed in the form of words. However, thoughts are also sometimes reported using a direct quote structure: this happens particularly with characters in a novel or when people tell stories about themselves. In this case, the quote is sometimes signalled in writing by inverted commas just like an ordinary quote.

*'No,' he said to himself. 'It's not going to be like that.'*

*Usually, however, inverted commas are not used.*

*He thought, I ought to be alone.*

*Why would he say, she wondered, if he could see that now?*

## 1.13. Long Quotes

If the quote is longer than one paragraph, you put opening inverted commas at the start of each paragraph, but you put closing inverted commas at the end of the last paragraph only.

*She said: 'The pictures are fun and they brighten the morning.*

*‘There’s enough misery in the world, so if it spreads happiness, why try and ban it?’*

In academic writing long quotes - that is quotes that are more than two or three lines long - have a different punctuation and layout from short quotes. For example, they begin on a new line and do not have inverted commas round them. They are also indented (that is, they have wider margins on both sides than the rest of the text).

## 1.14. Quotes within Quotes

When you have a quote inside a quote, you use one kind of inverted commas for the outer quote and the other kind for the inner quote. So if you use single inverted commas for the outer quote, you use double inverted commas for the inner quote. If you use double inverted commas for the outer quote, you use single inverted commas for the inner quote.

Here are two examples.

*‘It’s coming,’ he said. ‘It’s coming very soon. You know our expression “the iron rice bowl”?’*

*He said: “I heard this voice saying: ‘Tell my dad he’s an old fool.’”*

All the other punctuation marks come in their usual places. If you take away the outer (single) inverted commas in the first example, the question mark will come at the end of the complete question (*You know our expression “the iron rice bowl”?*). As usual, the inverted commas ending the whole quote (the single ones) go right at the end after any punctuation marks.

If you take away the outer (double) inverted commas in the second example, the quoted words are a complete sentence which ends with a full stop (*Tell my dad he’s an old fool.*). The single inverted commas ending this inner quote therefore come after the full stop; and, of course, the outer inverted commas come last.

## 1.15. Indirect Report Structures

An **indirect report structure** is used to show that you are reporting what someone said or wrote in your own words rather than in the words they actually used, you can also use indirect report structures to report what someone thought or felt.

## 1.16. Indirect Report Structures with Reporting Verbs

There are several different types of indirect report structures. The first ones discussed here are those which involve a **reporting verb**. This kind of

indirect report structure consists of two parts: the **reporting clause**, which carries the reporting signal and contains the reporting verb, and the **reported clause**, which carries the message. The two-clause structure is sometimes called **indirect speech** or **reported speech**. In each of the following examples, the reported clause is underlined; the rest of the sentence is the reporting clause.

*The nurse said that I could see him.*

*The friend asked what had happened to Clara's mother.*

*I asked him one morning if he had slept well.*

*Somebody's told you to talk to me.*

*Last night he admitted experiencing difficulties in his marriage.*

### 1.17. 'That'-clauses

One very common way of reporting someone's words or thoughts in your own words is by using a reported 'that'-clause. The reported clause is underlined in the following examples.

*He replied that he couldn't help.*

*The report also points out helpfully that there are more sheep than people in the north of England.*

*She explained that it is quite unnecessary to hurt a patient, and that a firm but gentle pressure is quite enough.*

*Is it true mother thought that sunshine coming through the window would destroy the furniture?*

### 1.18. Underscore

Titles of books, magazines, newspapers, movies, operas, works of arts, names of ships, airplanes, spacecraft, words referred to as words, and letters referred to as letters are **underscored** in a typewritten manuscript. In a typeset or desktop published text, all underscored names and titles appear in italics. Here are some examples of names that are italicized in a typeset book (this textbook is a typeset book).

*She is reading A Tale of Two Cities by Charles Dickens.*

*A Tale of Two Cities is the name of the book.*

*Bill has subscribed to The New Yorker for years.*

*The New Yorker is the name of a magazine.*



*The Los Angeles Times* is reputed to have an excellent sports section.  
*The Los Angeles Times* is the name of a newspaper.

*Casablanca* is one of the classics.  
*Casablanca* is the name of a movie.

*Aida* is being performed next weekend.  
*Aida* is the name of an opera.

The letter *a* is the first letter of the alphabet.  
The letter *a* is being used as a letter by itself and not as part of a word.

## 1.19. Apostrophe

**Apostrophes** have two primary functions: to form contractions and to show possession. A contraction is two words combined to form a single word. An apostrophe is used in a contraction to show that a letter or letters have been omitted. The following list shows some common contractions and the words from which they were formed. Notice where the apostrophe is placed in the contraction and which letters it replaces.

are not	aren't	he is	he's
I am	I'm	cannot	can't
could not	couldn't	it is	it's
is not	isn't	they are	they're
were not	weren't	we are	we're
I will	I'll	there is	there's
he will	he'll	will not	won't
she will	she'll	do not	don't
they will	they'll	did not	didn't
we will	we'll	could not	couldn't

An apostrophe is also used to indicate that the century numbers in a year have been left out. This use is inappropriate in formal writing and when the number might be misunderstood. Look at the following example sentence.

*The stock market crash of '87 was less devastating than the crash of '29.*

The second use of the apostrophe is to form the possessive of a noun. To form the possessive of singular nouns, add an apostrophe and *s*, (*s'*). To form the possessive of regular plural nouns ending in *s* add an apostrophe (*'*). If a noun that is singular and ends in an *s* or *z* would be cumbersome to

pronounce with an 's, it simply may be given an apostrophe: *Moses'*, *Artaxerxes'*.

The mistake was mine, not the accountant's.

*Accountant* is singular; thus, it takes 's to form the possessive.

The mistake was mine, not the accountants'.

*Accountants* is plural; thus, to form the possessive add an apostrophe ( ' ).

I bought these shirts in the men's department.

*Men* is the plural of *man*; thus, it is already plural and needs only's to form the possessive.

Painting the computer center was the class's contribution.

*Class* is singular; thus, it takes's to form the possessive.

Painting the computer center was all the classes' contribution.

*Classes* is plural, so simply add ' to form the possessive.

The playwright borrowed Shakespeare's plot

*Shakespeare* is singular; thus, it takes's to form the possessive.

The playwright borrowed Euripides' plot.

*Euripides* is singular but would be difficult to pronounce with 's. Thus, the singular possessive simply requires ' after the last s in the word.

The possessive form of a pronoun does not take an apostrophe, as in *hers, its, ours, yours, and theirs*.

Your final report is more polished than hers.

Our quarterly sales for that region far exceed theirs.

Use an apostrophe and an 's to form the plural of lowercase letters and abbreviations with internal periods. The apostrophe prevents misreading.

That logo contains too many i's.

Without the apostrophe, the sentence would read, "That logo contains too many is."

The president has two *Ph.D.*'s.

For the plural of numerals, symbols, capital letters, and abbreviations without internal periods, add s alone.

The *Ms* in that document were printed like *Ws*.  
The bank issued the *IOUs*.

## 1.20. Ellipsis

**An ellipsis** is a series of three periods, with spaces between, before, and after, that is used to show an omission of a word, words, or sentences from within a quoted passage.

Jonathan said in closing, "... and thank you for the opportunity to be with you today."

The plant manager said, "Although the plant will close for one month ... we are hopeful no jobs will be lost."

When the omission falls at the end of a sentence a fourth period is added to indicate the end of the sentence.

The professor said, "I recommend you seriously consider rewriting the problem statement..."

## SUMMARY

### Quotation marks

1. Single quotation marks are used for a first quotation; double for a quotation within this; single again for a further quotation inside that.

2. The closing quotation mark should come before all punctuation marks unless these form part of the quotation itself, e.g. *Did Nelson really say 'Kiss me, Hardy'?* but *Then she asked, 'What is your name?'*

The comma at the end of a quotation, when words such as *he said* follow, is regarded as equivalent to the final full stop of the speaker's utterance, and is kept inside the quotation, e.g. *'That is nonsense,' he said*. The commas on either side of *he said*, etc., when these words interrupt the quotation, should be outside the quotation marks, e.g. *'That', he said, 'is nonsense.'* But the first comma goes inside the quotation marks if it would be part of the utterance even if there were no interruption, e.g. *'That, my dear fellow,' he said, 'is nonsense.'*

3. Quotation marks (and roman type) are used when citing titles of articles in magazines, chapters of books, poems not published separately, and songs.

· Not for titles of books of the Bible; nor for any passage that represents only the substance of an extract, or has any grammatical alterations, and is not a verbatim quotation.

Titles of books and magazines are usually printed in italic.

Ellipsis has two purposes:

1. To show that material is missing, perhaps from a quotation.
2. To indicate suspense:

He said: 'And the winner is ... Sydney, Australia!'

There should be three dots in the ellipsis, not two, five or seven. In typesetting or desk-top publishing, there should be a word space before and after each one, so ... not ... Some typesetters insist on adding a fourth dot when a sentence ends with an ellipsis, the fourth dot being set tight in the third to show its different character.

## EXERCISES

**Exercise 1. Add correct punctuation marks to these examples of direct speech.**

1. John's in a hurry
2. Have you been out
3. Where are my glasses
4. What a surprise
5. How are you
6. It's unbelievable
7. There's someone at the door
8. What a noise
9. When did you arrive
10. Tell me what happened
11. Don't shout at me
12. Have a cup of coffee
13. How do you like your coffee
14. Have you met Jean
15. Keep quiet
16. Stop
17. Are you all right
18. I'm waiting for a bus
19. Here's a letter for you
20. Haven't we met before

**Exercise 2. Add single quotation marks and other punctuation marks to these examples.**

1. Where do you come from John asked
2. It's here Bill said

3. I've got a good idea Mark said
4. Is it something she asked that we all ought to know
5. As I was leaving he explained I heard someone shout
6. Don't shout at me he cried
7. John said We're late
8. We're late John said
9. What's the time Andrew asked
10. Bill said I'm hungry
11. What is it Jill asked
12. You are stupid sometimes she said
13. Where is he Tom asked
14. What a surprise she exclaimed
15. Is there anyone in she inquired
16. Which way did they go he asked
17. Tom said She's ill
18. She's ill Tom said

**Exercise 3. In printed dialogue, each new speech begins on a new line in a new paragraph. Punctuate the following.**

INSPECTOR WILEY INVESTIGATES

1. It's all lies Boyle cried
2. You think so Inspector Wiley asked mildly
3. Think so? I know it Boyle answered sharply
4. And no doubt the inspector continued you can prove it. Where were you on Saturday night, the night of the robbery.
5. I was at the Roxy with my girlfriend Boyle replied. We saw Gone with the Wind. The film lasted four hours.
6. But, cried the inspector the Roxy was closed all last weekend

**Exercise 4. Punctuate the following direct quotes. In the last three sentences, the underlined words are quotes within quotes.**

**Model**

It looks like it's worth fortune Cecil said  
'It looks like it's worth a fortune,' Cecil said.

1. Where have you been asked the manager.
2. Watch out he said.
3. Well he admitted there are still some things I haven't told you.
4. My name's Bill he said finally what's yours.
5. The man turned to me and whispered do you think this is going to go on for a long time.
6. Mr. Clark said last night we will do everything in our power to prevent this happening again.

7. He admitted people often look at me and say you look terrible.  
8. He said she just kept asking me where's the way out.  
9. If people ask you why do you do it she said just say because I want to.

**Exercise 5. Anna has just met Colin Boyle, a singer she admires very much. She is telling her boyfriend, Ian, about the meeting, and he wants to know exactly what Colin said to her, and what she said to him.**

Ian: Well, what was he like? Was he friendly? What did he say?

Anna: He was really friendly. (1) He asked me who I was.

Ian: Then what?

Anna: (2) He asked me where I came from.

Ian: And what did you say?

Anna: (3) I told him I came from Dublin of course. Then (4) he said was where he was born too. Then (5) I told him I'd been a fan of his for ages, and (6) he said he was very flattered, and then (7) he asked whether I was going to the concert tonight. So (8) I told him we wanted to but we hadn't been able to get tickets, because they'd sold all but the most expensive ones and we couldn't afford those.

Ian: And did he give you some tickets?

Anna: No, he didn't. But (9) he did ask the concert hall manager if we could have some at the cheaper price. And the manager said, 'Yes'!

Now write exactly what Anna and Colin said.

1. Colin said: "Who are you?"

2. Colin said: \_\_\_\_\_

3. Anna said: \_\_\_\_\_

4. Colin said: \_\_\_\_\_

5. Anna said: \_\_\_\_\_

6. Colin said: \_\_\_\_\_

7. Colin said: \_\_\_\_\_

8. Anna said: \_\_\_\_\_

9. Colin said: \_\_\_\_\_

**Exercise 6. Transform the sentences in indirect speech into direct speech.**

**Model**

*He confessed that he'd spilt some wine on the carpet.*

'I'm afraid I've spilt some wine on the carpet,' he confessed.

1. He promised that **he would** telephone **her the next day**. \_\_\_\_\_

2. Angela then shouted that she never wanted to see them again. \_\_\_\_\_

3. Sources close to the Secretary of State warned that it is too early to speculate about whether the company can be saved or not. \_\_\_\_\_

4. A parliamentary research assistant claimed that she had a relationship with him two years ago. \_\_\_\_\_

5. I asked the Vice Chancellor why they were still there. \_\_\_\_\_

6. I asked her what method of assessment the proposed to use in teaching. She answered that hers is not the kind of subject that you can easily assess. \_\_\_\_\_

7. The Liberal Democrat MP said that questions must be asked about the operation of all submarines in waters around the British Isles. \_\_\_\_\_

8. Ferguson said I could ask for a transfer if I still don't like it after six months. \_\_\_\_\_

9. Noel told the children that they should welcome this opportunity to try out their French. \_\_\_\_\_

10. Welsh muttered that he had to collect his bag from his room that afternoon but would be back by 4 o'clock. \_\_\_\_\_

**Exercise 7.**

A) Join the two (or three) nouns. Sometimes you have to use **-s** or **-s'**; and sometimes you have to use ... of ... .

1. the owner / that car *the owner of that car.*
2. the mother / Ann Ann's mother.
3. the jacket / that man \_\_\_\_\_
4. the top / the page \_\_\_\_\_
5. the daughter / Charles \_\_\_\_\_
6. the cause / the problem \_\_\_\_\_
7. the newspaper / yesterday \_\_\_\_\_
8. he birthday / my father \_\_\_\_\_
9. the name / this street \_\_\_\_\_
10. the toys / the children \_\_\_\_\_
11. the new manager / the company \_\_\_\_\_
12. the result / the football match \_\_\_\_\_
13. the garden / our neighbors \_\_\_\_\_
14. the ground floor / the building \_\_\_\_\_
15. the children / Don and Mary \_\_\_\_\_
16. the economic policy / the government \_\_\_\_\_
17. the husband / Catherine \_\_\_\_\_
18. the husband / the woman talking to Mary \_\_\_\_\_
19. the car / the parents / Mike \_\_\_\_\_
20. the wedding / the friend / Helen \_\_\_\_\_

B) *What is another way of saying these things? Use -'s.*

1. a hat for a woman a woman's hat
2. a name for a boy \_\_\_\_\_
3. clothes for children \_\_\_\_\_
4. a school for girls \_\_\_\_\_
5. a nest for a bird \_\_\_\_\_
6. a magazine for women \_\_\_\_\_

C) *Read each sentence and write a new sentence beginning with the underlined words.*

1. The meeting tomorrow has been canceled.  
*Tomorrow's meeting has been canceled.*
2. The storm last week caused a lot of damage.  
Last \_\_\_\_\_
3. The only cinema in the town has closed down.  
The \_\_\_\_\_
4. Exports from Britain to the United States have fallen recently.  
\_\_\_\_\_
5. Tourism is the main industry in the region.  
\_\_\_\_\_



D) Use the information given to complete the sentences.

1. If I leave my house at 9 o'clock and drive to London, I arrive at about 12.  
So it's about three hours' drive to London from my house. (drive)
2. If I leave my house at 8.55 and walk to the station, I get there at 9 o'clock.  
So it's only ..... from my house to the station.  
(walk)
3. I'm going on holiday on the 12<sup>th</sup>. I have to be back at work on the 26<sup>th</sup>.  
So I've got ..... (holiday)
4. I went to sleep at 3 o'clock this morning and woke up an hour later. After that I couldn't sleep.  
So last night I only had ..... (sleep)

**Exercise 8. Rewrite the sentences to include apostrophes where necessary, and say which of the above uses (a, b, or c) is involved in each case.**

- a) to show that a letter (letters) has (have) been omitted.
- b) to show possession
- c) to indicate plural forms with dates and letters of the alphabet

**Model:**

Her aunts been in hospital for years.

a Her aunt's been in hospital for years.

1. It isn't easy to create new jobs in a recession. —
2. Would you take Mr. Browns file to the teachers room, please? —
3. His is a company, which was founded in the 1920s. —
4. His so meticulous. He always does his is and crosses his ts. —
5. Has anyone seen Jamess pen? —
6. The childrens toys are all over the floor. —
7. Celas friends cant come next week. —
8. The Bennets house is far larger than the Joneses. —
9. Toms plan wont work as well as his fathers. —

**Exercise 9. Is the apostrophe used correctly in the following phrases? Correct any mistakes.**

1. Helen's book.

2. four day's holiday.
3. a days' holiday.
4. the girls' room (more than one girl)
5. my parent's house
6. I went to a boy's school
7. I looked down it's throat
8. the children's cried
9. my father's book
10. his friends' car (more than one friend)

**Exercise 10. Underline all incorrect uses of quotation marks, underscore, apostrophe, and ellipsis in the following sentences. Correctly rewrite the sentences in the space provided. Do not rewrite correct sentences.**

**EXAMPLE**

"Have you seen the cover of *Business Week* yet"?

"Have you seen the cover of *Business Week* yet?"

1. The manager paused and began to speak, "You all have sacrificed a great deal, for which I am very grateful".  
\_\_\_\_\_
2. Wont you join us for the benefits meeting?  
\_\_\_\_\_
3. The supervisor asked, "How many will be available for extra training Friday morning?"  
\_\_\_\_\_
4. They have The New York Times delivered on weekends.  
\_\_\_\_\_
5. This printer isn't compatible with your computer.  
\_\_\_\_\_
6. "Your application was received last week," said the admissions officer.  
\_\_\_\_\_
7. We hope youll feel welcome with our organization.  
\_\_\_\_\_
8. Don and Blame saw The Phantom of the Opera in New York.  
\_\_\_\_\_
9. Their manager said, "Throughout this struggle... I knew I could count on your support."  
\_\_\_\_\_

10. Carolines name was omitted from the letterhead.

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**Exercise 11. Add all punctuation (except commas) where appropriate in the following sentences.**

**EXAMPLE**

The employees observed the new rule: No smoking at employee workstations.

1. Did you see Jacks new spreadsheet program
2. Did the earthquake measure 6 1 on the Richter scale
3. Katie's sales exceeded even our expectations
4. All the current word-processing sections are filled therefore, we have decided to offer a sixth section
5. The Washington Post is an excellent newspaper
6. When will your analyses of variance be ready
7. Lydia loves auditing Kirn loves small-business administration
8. The recession brought about cost-cutting measures for instance, travel restrictions, better use of electricity, and closer control of heat and air-conditioning
9. The following must be finished before we can move into our new office networking the computers, painting the walls, laying the carpet, and moving in the office furniture
10. The new manager was very popular with his staff
11. Im very interested in your comments
12. The input from those interviewed for the list see Appendix B support this recommendation
13. What Color Is Your Parachute? Is required reading in the career-planning course
14. Jane Longstreet, PhD, will be our guest speaker today
15. Our new office equipment was paid for in September consequently, our cash flow problems have lessened.

**Exercise 12. You work for a real estate development company. Your company is promoting a new subdivision, and you have been asked to write a marketing brochure. What follows is your first draft. Correct all punctuation errors (except commas). You may also have to omit unnecessary punctuation. Rewrite the ad with correct punctuation on a separate sheet of paper.**

See what could be the house of your future today at Canyon Creek. Canyon Creek offers country style living with citylike conveniences for

example, an Olympic size swimming pool, four tennis courts, a nine hole golf course, and a mini cinema.

These one of a kind designer homes offer luxury at affordable prices. All the homes offer the following living room, family room, large kitchens with built in appliances and breakfast areas, and laundry rooms. The master bedroom suites many of which overlook the lake have luxurious master baths as well as walk in closets.

### **Exercise 13. Translate sentences from Russian into English.**

1. Грязь на улицах напомнила ему высказывание из Оскара Уальда (Oscar Wilde): “Мы все живем в водосточной канаве, но некоторые из нас смотрят на звезды”. \_\_\_\_\_

2. Майк – друг Чарльза. \_\_\_\_\_

3. Извините, где расположена мужская примерочная? \_\_\_\_\_

4. Вы слышали о свадьбе Энн и Майка? \_\_\_\_\_

5. Это дом мистера и миссис Рокк. \_\_\_\_\_

6. Лекция, которая должна была проводиться на следующей неделе, была отложена. \_\_\_\_\_

7. У меня недельный отпуск с понедельника. \_\_\_\_\_

8. У моих друзей трехнедельный круиз. \_\_\_\_\_

9. Я живу около станции метро; всего лишь в 15 минутах ходьбы. \_\_\_\_\_

10. Требуется около двух часов, чтобы доехать на машине от Манчестера до Йорка. \_\_\_\_\_

11. Население планеты постоянно растет. \_\_\_\_\_

12. “Переговоры возобновятся завтра”, - объявил премьер-министр. \_\_\_\_\_

13. “О, Ник, ты действительно очень глуп”, - заметила она. \_\_\_\_\_

14. “Почему бы нам не поехать на двух машинах?” - предложила Анна. \_\_\_\_\_

15. “У нас самые солнечные пляжи в Британии!” - убеждают горожане. \_\_\_\_\_

16. “Вот что он сказал, - сказал Берт, - передай Элис, чтобы она не волновалась”. \_\_\_\_\_

17. Рэт сказала, тщательно подбирая слова: “Он попросил меня передать вам, чтобы вы не приходили”. \_\_\_\_\_

18. Берт ... мог бы он рассказать ей все, что ей нужно было знать об аресте Ника. \_\_\_\_\_

19. Женщина сказала: “Милый, думаю, все почти готово”. \_\_\_\_\_

20. Лето '93 года было очень жарким. \_\_\_\_\_

21. Монтень (Montaigne) написал: “Нужно иметь мужество, чтобы бояться”. \_\_\_\_\_

22. “Что я имею в виду...” - начал Джонатан, но Ли шикнула на него. \_\_\_\_\_

23. “Но я могу уверить Вас, мистер Браун, - добавила она, - что вы не могли бы сделать эту работу лучше, чем кто-либо еще”. \_\_\_\_\_

24. “Майк очень умный студент, - профессор Смит сказал родителям Майка, - я надеюсь, что он с успехом сдаст экзамены”. \_\_\_\_\_

25. “Элементы стиля” - отличная книга, которую должен иметь каждый студент в колледже. \_\_\_\_\_

26. “Le bebe” по-французски значит ребенок? \_\_\_\_\_

27. Разве туристы не видели, что здесь установлен знак: “По траве не ходить”? \_\_\_\_\_

28. Буква ‘z’ - последняя буква алфавита. \_\_\_\_\_

29. “Полночный экспресс” - название фильма. \_\_\_\_\_

30. “Квин” - название рок-группы. \_\_\_\_\_

## LESSON 4

## УРОК 4

### 1. GENERAL RULES FOR CAPITALIZATION

There are six general rules for capitalization.

1. *Capitalize the first word in a sentence.*

The next board meeting is in two weeks.

Sales are up for the first quarter.

Bring the papers to me.

2. *Capitalize an independent clause that follows a colon if the clause expresses a rule, principle, statement, question, direct quotation; if it is a proper noun, proper adjective, the pronoun I; or if it follows introductory word (Caution: Note:).*

Company policy is quite clear: Each employee is entitled to two personal days per calendar year.

Caution: The stove is hot.

The letter said it all: “You have won the contest.”

If the group of words following the colon is not an independent clause, do not capitalize the first letter of the word following the colon.

We have two alternatives: either to take the train or the bus.

There were two things she really liked: candy and flowers.

Two subjects were always the most popular: administration and keyboarding.

3. *Always capitalize the pronoun I.*

The pronoun I is always capitalized, whether it is at the beginning of a sentence or within a sentence.

Yes, I asked for the file on service contracts.

I will attend the meeting in his place.

Did you know he and I are writing the press release?

4. *Capitalize the first word of display lists and the first word of each element within the list.*

(1) In a list

We need the following things at the office supply store:

Paper clips

Pens

Letterhead

File folders

Computer diskettes

(2) In an outline

The story of my life

I. My early life

A. Born on October 5, 1967

1. Fifth family member

2. Second daughter

B. Infancy

1. In Cincinnati

2. Watched by great Aunt Clara

5. *Capitalize the first word of a direct quotation within a sentence.*

Where are next week's meetings being held?" asked Janie.

Frank said, "The marketing plan is brilliant."

If the quotation is interrupted by the speaker or narrator in the middle of a sentence, the continuation of the quotation after the interruption is *not* capitalized.

"You may remember" said the production manager "that we all need to observe our deadlines strictly"

"We need all the workers we can get," she said, "but we will make do with whatever number we have."

6. *Capitalize the first word in complimentary closings.*

Sincerely yours  
Yours truly

## 2. RULES FOR CAPITALIZATION PROPER NOUNS

There are 14 rules for capitalization proper nouns. Here are some examples of proper nouns.

### *Person*

Franklin D. Roosevelt  
Janet Jackson  
Pope John Paul II

### *Places*

Peachtree Street  
Jackson Hole, Wyoming  
the West Coast

### *Things*

the Brooklyn Bridge  
The University of Pennsylvania

### *Ideas*

Impressionism  
Gothic  
Existentialism

1. *Capitalize titles that come before a name.*

Dr. Smith will see you at 4:30 this afternoon.

Did anyone see Ms. Jefferson's report?

General and Mrs. Lee were in attendance.

Fr. O'Malley and Rabbi Tannebaum were best friends.

2. *Do not capitalize the titles president and vice president if they refer to heads of organizations, corporations, etc. However; if the titles are referring to the Vice President or President of the United States or a foreign country, they are always capitalized.*

On September 22, 1862, President Lincoln signed the Emancipation Proclamation.

In attendance was Jacqueline Silino, president and CEO of Technology Inc.

3. *Do not capitalize professional titles used before a name.*

Professional titles used before a name to describe a person are used like adjectives and should be lowercase.



The program was developed by systems analyst Catherine Taylor.  
The story was written by journalist Tyrone Janes.

*4. Do not capitalize profession titles used after a name.*

Did you hear the speech by Jeffrey Stenson, president of Nucolabs, Inc.?

I was interviewed by Melanie Bergman, chairman of the board.

However capitalize the titles of high government officials or foreign dignitaries.

John Major, Prime Minister of Great Britain, made an official visit to the White House.

William Rehnquist, Chief Justice of the United States, was appointed by former President Reagan.

*5. Do not capitalize professional titles used in place of names.*

Titles can be used in place of names, but they are not capitalized unless they are titles of high government officials or foreign dignitaries.

The mayor of Smallville paid us a visit today.

The ministers spoke with the President of France.

The captain said it was classified information.

It happened during the time Richard Nixon was President.

*6. Capitalize the names and titles of organizations, schools, clubs, and companies.*

Did you know that Softwares, Inc. created a new word processing program?

The Hudson Street Puppeteers were the favorite performers of the afternoon.

*7. Capitalize the titles or literary or artistic works.*

The first and last words and all other important words in the titles of *articles*, *books*, and *movies* are always capitalized. Articles *the*, *a*, *an*, conjunctions *and*, *but*, *for*, and all prepositions are not capitalized unless they are either the first or last word in a title, contain four or more letters, or are the first word following a colon. Read these examples:

She had just read Gone With the Wind.

Lad: A Dog is a book about a collie.

The story of a famous gangster was told in the movie A Man of Honor.

8. Capitalize specific titles of school classes.

History of the Western World

Business English 101

However, general class titles are not capitalized.

history

mathematics

civics

9. Capitalize all brand or trade names of products and services.

IBM

Post-it Notes

U.S. Postal Service

Express Delivery

Ivory soap

AT&T telephones

Macintosh computers

Jello pudding

The IBM mainframe just arrived yesterday.

The AT&T telephones were installed at the works stations.

However do not capitalize generic terms for products and services.

aspirin

chimney cleaning

soda pop

shampoo

perfume

beauty makeover

The aspirin could not cure her headache.

Chanel perfume was her favorite.

10. Capitalize periods of historical time and historic events.

The Depression – Великая депрессия

The Age of Reason – Просвещение

The Renaissance – Возрождение

The Information Age

The Civil War

The Middle Ages

However do not capitalize years or decades when spelled out as words.

the twenties

the twenty-first century

11. *Capitalize months of the year and days of the week; capitalize seasons of the year only if they are personified.*

Monday

March

January

In the spring they went on vacation.

It is always so hot in August.

The chill breath of Autumn urged the leaves off the trees.

How can you not love Spring, with her gentle breezes and cool showers?

12. *Capitalize names cities, states, and countries.*

Maryland

Indianapolis

United States of America

Belgium

Colorado

Republic of Spain

13. *Capitalize names of rivers, streets, and buildings as well as coasts that are areas of the country.*

Suwanee River

Main Street

the West Coast

Sears Tower

Elm Street

Chrysler Building

It is important to remember that if you are talking about generic rivers, streets, or coasts, you would not capitalize the first letter it is only then reference is made to a specific river street, or coast that it must be capitalized.

The Figbee Corporation is down the river from us.

The Figbee Corporation is down the Ohio River from us.

14. *Compass points and directions are not usually capitalized unless they refer to regions of the country.*

The business moved out West.

When a direction is used in an address, it is capitalized. Also, when a direction *follows* a street name, an abbreviation may be used: NE, NW, SE, SW.

Then house was at 23 Chestnut Place, NW.

Sally and Bill lived on West Sixth Street.

### 3. RULES FOR ABBREVIATIONS

**Abbreviations** are the shortened forms of words and phrases. They are used to save the writer time and space. To be effective, however abbreviations must be used correctly and appropriately. There are twelve rules governing the use of abbreviations.

1. *The names of organizations are abbreviated when the abbreviations of the names are well known by the receivers of the message.*

FBI Federal Bureau of investigation  
Федеральное бюро расследований

CIA Central Intelligence Agency  
Центральное расследовательское управления

IBM International Business Machines  
Фирма Ай-Би-Эм

AMS Administrative Management Society  
Ассоциация административного управления

IRS Internal Revenue Service  
Налоговая инспекция

FAA Federal Aviation Administration  
Федеральное управление авиации

NASA National Aeronautics and Space Administration  
Национальное управление аэронавтики и космоса  
YMCA Young Men's Christian Association  
Ассоциация молодых христиан

It is important that you use the abbreviations exactly as they are written, without periods or spaces between the letters.

2. *Only the United States (U.S.) and United Kingdom (U.K.) should be abbreviated. Do not use U.S.A. or U.K. in formal correspondence. When writing government addresses, always capitalize the department of office title.*

U.S. Department of Labor  
U.S. Office of Health and Human Services

3. *States and territories also have abbreviations. When the name of a state or territory is included in a sentence, it is spelled out. When it is used in an address with a ZIP code, it should be abbreviated. Always use the official U.S. Postal Service two-letter abbreviations with inside addresses and on envelopes and packages and always use a ZIP code. Two spaces separate the state abbreviation from the ZIP code.*

### Two-Letter Abbreviations of States and Territories

Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
California	CA	New Jersey	N J
Canal Zone	CZ	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
Delaware	DE	North Dakota	ND
District of Columbia	DC	Ohio	OH
Florida	FL	Oklahoma	OK
Georgia	GA	Oregon	OR
Guam	GU	Pennsylvania	PA
Hawaii	HI	Puerto Rico	PR
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Tennessee	TN
Kansas	KS	Texas	TX
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Washington	WA
Michigan	MI	West Virginia	WV
Minnesota	MN	Wisconsin	WI
Mississippi	MS	Wyoming	WY
Missouri	MO		

### Canadian Provinces and Territories

Alberta	AB	British Columbia	BC
Manitoba	MB	New Brunswick	NB
Newfoundland	NF	Northwest Territories	NT

Nova Scotia	NS	Ontario	ON
Quebec	PO	Prince Edward Island	PE
Saskatchewan	SK	Yukon Territory	YT
Labrador	LB		

4. *Do not abbreviate names in first name, except the word Saint as St.*

<b>Wrong</b>	Wm. O'Brien
<b>Right</b>	William O'Brien
<b>Wrong</b>	Susan Saint John
<b>Right</b>	Susan <u>St.</u> John

5. *Always abbreviate courtesy and professional titles.* The titles *Miss* and *Mrs.* are rarely used in business correspondence today.

Mr. Jerry McKinney  
Ms. Jeanne Haupt  
Dr. Joan Silver

6. *In business communications, do not abbreviate long military, religious, or honorary titles.*

Governor Ellis  
The Reverend Doctor Martin Luther King, Jr.  
The Honorable Andrew Young  
Captain Richard J. Call, U.S.A.F.

7. *Do not abbreviate south, north, southeast, etc., unless used in an address following the street name to give the city.*

3469 Peavey Avenue NE  
6941 East Main Street

8. *Always use the abbreviations A.D. and B.C. with historical documents. Always write A.D. before the date and B.C. after the date.*

Columbus reached the Caribbean in A.D. 1492.  
The fossil was dated to 10, 000 B.C.

9. *The days of the week and months of the year are not usually abbreviated except, perhaps, when space is limited. The months of May, June, and July are never abbreviated.*

Sunday	Sun.	January	Jan.
Monday	Mon.	February	Feb.
Tuesday	Tues.	March	Mar.
Wednesday	Wed.	April	Apr.
Thursday	Thurs.	May	May
Friday	Fri.	June	June
Saturday	Sat.	July	July
		August	Aug.
		September	Sept.
		October	Oct.
		November	Nov.
		December	Dec.

10. *Do not capitalize the abbreviations a.m. and p.m. Do not leave space between the letters and periods in a.m. and p.m. (These abbreviations are derived from Latin.)*

The plane arrived at 3:30 p.m.

I have my keyboarding class at 7:30 a.m.

11. *Do not abbreviate weights and measurements unless they are used with numbers in technical writing or lists.*

The *three-pound* laptop computer was a breeze to carry through the airport terminal.

The following parameters  
were given:

16 by 15 sq. ft.

30 by 9 sq. ft.

31 in. side spacing

Даны следующие параметры:

16 на 15 кв. футов

30 на 9 кв. футов

31 дюйм бокового отступа.

12. *The following business terms are usually abbreviated.*

CEO (chief executive officer)

CFO (chief financial officer)

PR (public relations)

COD (collect on delivery)

DO (director of operations)

ASAP (as soon as possible)

CPA (certified public accountant)

Inc. (Incorporated)

Старшее должностное лицо

Казначей

Связи с общественностью

Наложенный платеж

Начальник производства

Как можно быстрее

Лицензированный аудитор

Объединенный

AP (Accounts Payable)  
AR (Accounts Receivable)

счета к оплате (кредиторские)  
Дебиторские счета

## SUMMARY

### Capitals

Capital letters (upper case) defy any would-be rule-maker, as some decisions on whether to dignify a word with an initial capital have to be left to the individual writer. Use them sparingly though, and err on the side of lower case. Writing afflicted with random capitalitis just looks silly:

Please Complete One Line For Each Person Normally Living At This Address, including those who are temporarily living away. Include Everybody - Yourself, All Adults, whether entered or not on the Electoral Registration form, All Younger Persons, Children and Babies.

Headings in business and scientific reports tend to suffer from the same disease, with writers making invidious distinctions between words they capitalize and words they don't. Compare the distracting:

Factors that May Affect the Success of the Strategy  
with  
Factors that may affect the success of the strategy

**People:** Use an initial capital for ranks and titles when attached to a person's name, thus *Prince Charles* but *the prince*, *President Clinton* but *the president*, *Judge Wright* but *the judge*. Offices of state in the UK such as *home secretary* and *chancellor of the exchequer* are lower case in *The Economist* and *The Sunday Times*, but become *Home Secretary* and *Chancellor of the Exchequer* in *The Times*. I prefer lower case. Titles which look odd in lower case need capitalizing, hence *Master of the Rolls*, *Lord Chief Justice*. In some organizations, job titles like *managing director* are given initial capitals but this is poor practice - at what rank do you stop?

**Organizations, acts of Parliament and government departments** generally take initial capitals only when their full name or something similar is used. Thus *Metropolitan Police* but *the police*; *County Court* and *Court of Appeal* but *the court*; *the Health and Safety at Work etc. Act* but *the act*; *Legal Aid Fund* but *legal aid*. A newspaper would print *Blankshire District Council* but *the council*. The council itself, however, might prefer to use a capital whenever it referred to itself.



**Trade names** take upper case: *Hoover* but *vacuum cleaner*, *Xerox* but *photocopier*, *Penbritin* but *ampicillin*.

**The names of wars and historical periods** normally take an initial capital: *Iron Age fort*, *Vietnam War*.

**Acronyms** that can easily be spoken as words need only have an initial capital: *Nato*, *Unicef*, *Unesco*. Otherwise, use all capitals: BBC, EU, USA.

## Abbreviation

1. We make abbreviations with the first letters of the most important words. We then treat these abbreviations like ordinary nouns and use them with *a/an*, *the* or *zero*:

*I've just bought **an LP**.* (= a Long Playing record).

We use *an* + lowel sound (*an LP*) and *a* + consonant sound (*a VW* = a Volkswagen).

2. We use *a/an* and full stops with titles: *She's an **M.A.*** (= Master of Arts)

3. We use *the* in front of institutions when we can't say them as single words. We don't use full stops: *I listen to the news on **the BBC**.* (= the British Broadcasting Corporation)

*We are members of **UNESCO**.* (= the United Nations Educational, Scientific and Cultural Organization)

4. We use no article (*zero*) with chemical symbols; ***CO<sub>2</sub>** stands for Carbon Dioxide.*

5. The first letters of some words are often used as normal words: e.g.

*Planes use **radar**.* (= Radio Detection And Ranging)

## EXERCISES

### Exercise 1. Supply *a/an*, *the* or '-'.

a. Jim got a B.Sc. (= Bachelor of Science) from Durham University in 1988.

b. Celia is sure she's seen ..... UFO (= Unidentified Flying Object).

c. .... EC (= European Community) does a lot of trade with the rest of the world.

d. I don't know how much ..... MP (Member of Parliament) earns.

e. Which countries belong to ..... NATO? (= North Atlantic Treaty Organization).

- f. ....  $H_2O$  is the chemical formula for water.  
g. I've used my computer to learn ..... BASIC (= Beginners' All-purpose Instruction Code).  
h. .... NASA (= National Aeronautics and Space Administration) had a setback in 1986.

**Exercise 2. In the following sentences, underline all letters that should be capitalized.**

**EXAMPLE**

i am delighted with my new job.

- a. the policy stated: employees must take lunch before 2:00 p.m.  
b. "say, have you seen any extra pencils around here?" she asked.  
c. He made the following list:  
    marketing  
    promotion  
    research and development  
    aftermarket research  
    new products  
d. the closing of the letter read, "your friend forever, Luigi."  
e. Tell me this: what time will the train be arriving?  
f. the sentence was too long. it had for too many phrases.  
g. "take everything off your desks for the weekend," she said, "unless you do not want yours cleaned."  
h. if she does not think there needs to be further computer training, i certainly will not require it.  
i. there are but two important principles: peace and honor.  
j. The outline read as follows:  
    The History of the Computer  
    l. the early years  
        A. military uses  
        B. business uses  
            1. research  
            2. office use

**Exercise 3. Underline all letters in the following sentences that should be capitalized. Also, crossout all letters that are capitalized but should be lowercase.**

**EXAMPLE**

She addressed the letter to west ~~E~~ighth Street.

- a. hartsfield international airport is in atlanta.

- b. Margaret Mitchell's book gone with the wind made a great deal of money.
- c. Nearly everyone has heard of bourbon street in new Orleans.
- d. George Janes, the current President, is very active in student politics.
- e. David and Grant formed the riverside construction company.
- f. the new shampoo company is on Washington boulevard.
- g. The address is. Sears tower, 101 1 state street n., Chicago, Illinois.
- h. O cruel winter, stay away yet another month.
- i. "Oh my darling, Clementine" was written about the 1849 gold rush in California.
- j. The tennessee valley authority generates electricity.

**Exercise 4. Correct this passage by rewriting it with capital letters where necessary.**

Plans for spectacular pop concert in falmer park, just outside portsmouth, have been submitted to hampshire country council. the open-air event, featuring the singer net silver and his backing group the raiders, is planned for wednesday 6<sup>th</sup> july and friday 8<sup>th</sup> july, to coincide with portsmouth arts festival as well as the tour de france. the organizers, gigs unlimited, say the show will have a french theme to fit in with the cycle race. the proposal will be considered at a special meeting on thursday 12<sup>th</sup> may.

local people are divided on the issue. while some welcome the influx of visitors and the increase in trade that the concert will bring to portsmouth, others are predicting an invasion of new age travellers. hampshire's chief constable edward lang jones, however, is confident that he has adequate manpower to deal with any disturbance that might occur.

**Exercise 5. Insert the necessary capital letters in the following passage.**

professor arnold smith, who has spent a lifetime studying prehistoric, remains, claims the bones he unearthed in the californian desert area last may are those of a man – like creature existing millions of years ago, probably at a time when the pacific ocean covered much more of the surface of this part of the american continent. Professor Smith is to give a talk on the subject on bbc television on monday, 4<sup>th</sup> april, in the series, where did we come from? this is to be followed by a discussion with members of the lost atlantis society whose president, colonel arthur stone, contends that california is in fact part of the legendary city, the remainder of which lies hidden under the sea. he is urging the u.s.a. government to conduct research into this theory, but the project has not met with much enthusiasm from scientists who say that atlantis ever existed, it is far more likely to be

found in the area known as the bermuda triangle. in the meantime steven hughes, professor of antediluvian history at aberdeen university, has come up with the theory that atlantis was in reality an area of land joining the east coast of ireland to britain and that many of the scottish islands, notably the hetrides, provide conclusive evidence that atlanteans once lived in this area.

**Exercise 6. Underline all incorrect abbreviations is the following sentences. Rewrite each sentence with the correct abbreviation in the space provided.**

**EXAMPLE**

Elena leaves in Decemb. for her vacation.

Elena leaves in December for her vacation.

1. Mister Winn gives a lot of homework In accounting.  
\_\_\_\_\_
2. My dentist, Dr. Arnett, is a very kind woman from Winnipeg, MANIT.  
\_\_\_\_\_
3. The package should be sent to Route 5, Box 78, Canton, Geor.  
30114.  
\_\_\_\_\_
4. The fall, especially September and October is a great time to see  
Gov. Bailey in action.  
\_\_\_\_\_
5. Carol was shocked when she realized the Federal Bureau of  
Investigation had called.  
\_\_\_\_\_
6. Your final exam will be Wednesday in the room in the SE corner of  
the second floor of Fibbey Hall.  
\_\_\_\_\_
7. Please send the materials to the following address: 6145 Abbott  
Street 1 Northeast, Minneapolis, Minnesota 53410.  
\_\_\_\_\_
8. Our accountant always had the latest I.R.S guidelines near her  
desk.  
\_\_\_\_\_
9. Did you know N.A.S.A. was planning an exploration program to  
Mars?  
\_\_\_\_\_
10. Her article, "The Ins and Outs of Word Processing," was read by  
many people in Paris, Fr.  
\_\_\_\_\_

**Exercise 7. Underline the capitalization and abbreviation errors in the following sentences. On the space provided correct the errors and rewrite each sentence.**

**EXAMPLE**

102. You have two options: Either register for mathematics 101 or english

102. You have two options: either register for Mathematics 101 or English

1. He and i will print the sales report on monday.

2. Jill said, "his computer will run microsoft windows applications."

3. Yesterday I met dr. Rowland and Systems Analyst Jenny Smith.

4. I have read the biography of president Thomas Jefferson.

5. Have you ever read the epic *novel war and peace*?

6. Did you see that television special on the civil war?

7. As the auditors worked long into the night, they decided to send out for Chinese food.

8. The now assistant had to forward the mail to Boston, Mass.

9. My father worked for the U.S. department of labor for many years.

10. "I will answer the phone," said mister Durand.

11. The artifact was dated to B.C. 2500.

12. Please pick up the package at 1439 Wesley Avenue Southwest.

13. Taylor's plane will arrive at 7:30 P.M.

14. The eight oz calculator was easy to carry to class.

15. Did you see gov. Nakamura's speech yesterday?

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**Exercise 8. Add commas where appropriate in the following sentences.**

**EXAMPLE**

Listening to the presentation, the employee became more enthusiastic about the profit sharing plan.

1. We can call the hotel or we can write to it.
2. On the contrary we are advocates of employee tuition programmes.
3. Your report is in fact excellent.
4. After he carefully examined all the bids he made his recommendation to the committee.
5. Our new manager whoever that may be has a real job ahead.
6. Bill put the inventory sheet on the desk and he placed the blank forms on the credenza.
7. Although it has not rained since Thursday it may rain heavily today or tomorrow.
8. Give the books to me and I will return them to the library.
9. Willing to put in long hours she is now very successful in business.
10. The risks to be sure are very slight.
11. Had I known you were coming I would have baked a cake.
12. Looking at his notes the student felt ready for the exam.
13. I had thought we would have a picnic today, but Mother Nature had other plans.
14. No one is certain how the boss's nephew who is starting work on Monday will fit into the routine.
15. Jackie could create the new brochure or she could design the new catalog.

**Exercise 9. Punctuate the following passage.**

Good afternoon Mr Brown do sit down now tell me what made you apply for this job well Mr Hophins I ve been wanting to improve me position for some time and it seemed to me that the job you advertised would give me an opportunity to learn more about marketing and sales techniques in general where are you working at present Mr Brown well actually I havent got a job at the moment I had a job as chief clerk in the buying department of a retail store Johnson and King I expect you ve heard of them but to tell the truth I didnt quite hit it off with the sales manager oh why was that Mr Brown will he was rather old fashioned in his methods and the sales policy of the firm seemed to me too slow Im a great believer in the personal approach to selling

I book a course in business management at the London Commercial college and Im afraid I found Johnson and Kings methods very out of date they first opened in 1880 you know and I dont think theyve changed their ideas since then really Mr Brown in that case you may be interested to know that our form first started business in 1870 and we believe that the old slogan the customer is always right still holds good today Im afraid our chairman Samuel Jackson great-great-grandson of the original founder of the firm Josiah Jackson does not approve of high powered modern selling techniques and with some justification as our export figures show we base all our sales technique on Petersons theory of salesmanship published in 1900 I presume youve read it well actually no Mr Hopkins but I ll make a point of getting one from my local library without delay do that Mr Brown and then come and see me again

**Exercise 10. Read the text and explain the usage of punctuation.**

**MORE ACTION THREATENED AS RAIL STRIKE EMPTIES STREETS**

Keith Harper, Labour Editor

1. FURTHER strikes in the coal and rail industries were threatened last night by union leaders on a day when many people beat the 24-hour British Rail stoppage by staying at home.

2. Jimmy Knapp, leader of the Rail, Maritime and Transport Union, said his executive would be meeting on Monday to discuss tactics, although another stoppage is unlikely next week. By then, leaders of the train drivers' union, Aslef, will have received its ballot results.

3. While 13 of British Coal's 50 pits produced coal yesterday, most of them in Nottinghamshire, heartland of the Union of Democratic Mineworkers, Arthur Scargill, the miners' leader, told a rally of 2,000 people in Barnsley that this was the first of series of strikes.

4. Kevan Hunt, BC's industrial relations director, described the strike as futile.

5. BC's punishment was to stop collecting union dues for the National Union of Mineworkers. It means that the NUM will have to arrange locally for the union do to be collected individually.

6. The UDM balloted its 10,000 members on strike action for the first time in its nine-year history. It is almost certain to get a positive result and is asking businesses in Nottingham to close for the day as a token of support.

7. BR's chairman, Sir Bob Reid, apologized to commuters for the strike and hoped that normal service would be resumed today. In some cases this will be impossible because trains are in the wrong position and cannot be moved in time for the first journeys on the Saturday timetable.

8. Details of a letter from Paul Watkinson, BR's personnel director, were release yesterday, spelling out why BR cannot give guarantees on no compulsory redundancies. He left the door open for further talks with the rail unions, but there were hints last night that BR might adopt a tougher attitude towards staff who go on strike in future.

9. The Prime Minister condemned the action as 'pointless, senseless and completely counter-productive', sentiments echoed by John MacGregor, the Transport Secretary.

10. Ministers were delighted at what they regarded as a tactical blunder by the RMT in holding the strike on a Friday, allowing people to take a long weekend off.

11. People who came into work in London found the streets half empty, as if it were a Sunday. Elsewhere, bus and coach operators laid on extra services.

12. In the North-West, the AA said there was no great increase in traffic. Manchester's Metrolink supertram system, which runs from Bury to Altrincham through the city centre, was continuing to operate, as was the Tyneside Metro service in the North-east, where police reported normal traffic flows on the roads.

13. In the Midlands, police and motoring organizations said the roads were slightly busier than normal but the M6 north of Birmingham and the M1 through Northamptonshire were heavily congested.

14. In Scotland, the strike failed to create the rush hour road chaos that had been feared.

15. There were also no traffic problems in the South and South-West.

16. In Yorkshire, an accident on the M1 blocked the northbound carriage way, causing a long tailback that hit commuters traveling into Leeds.

### **Exercise 11. Translate sentences from Russian into English.**

1. Осторожно: вода горячая. \_\_\_\_\_

2. Я знал этого человека всю жизнь. \_\_\_\_\_

3. Джим сказал: "Твой проект очень интересный". \_\_\_\_\_

4. Мистер Смит составил следующий список: ручки, компьютерное дискиеты, тетради. \_\_\_\_\_

5. Мой двоюродный брат учится в Университете штата Юта. \_\_\_\_\_

6. Все люди приветствовали Папу Иоанна Павла II. \_\_\_\_\_



7. Что вы знаете об импрессионизме? \_\_\_\_\_
8. Вы слышали речь мистера Брауна, президента Браунс инк.? \_\_\_\_\_
9. Майкл Джексон не является президентом США, он – певец. \_\_\_\_\_
10. Мэр Москвы нанес официальный визит в Белый дом. \_\_\_\_\_
11. Телефоны Эй-Ти-энд-Ти установлены в нашем офисе. \_\_\_\_\_
12. Она приняла 2 таблетки аспирина. \_\_\_\_\_
13. Что касается меня, я предпочитаю компьютеры фирмы Макинтош. \_\_\_\_\_
14. На уроке ученики читали о Гражданской войне. \_\_\_\_\_
15. Какие книги были написаны в Средние века, эпоху Возрождения и Просвещения? \_\_\_\_\_
16. Миссис Уайт живет на Элм Стрит? \_\_\_\_\_
17. Мистер Блэк работает в Налоговой инспекции. \_\_\_\_\_
18. Знаете ли вы адрес Центрального расследовательского управления? \_\_\_\_\_
19. В январе всегда холодно. \_\_\_\_\_
20. Отправлять письма, пользуясь Экспресс Дэливери (быстрая доставка) очень дорого, но мы всегда делаем это. \_\_\_\_\_
21. Вы бы хотели поговорить с доктором Джим Смит? \_\_\_\_\_
22. В гостинице Эмпайз очень хорошее обслуживание, поэтому мы там остановились. \_\_\_\_\_
23. Ее интересовало, сколько времени требуется, чтобы доехать из аэропорта Хитроу до Сити. (центра города). \_\_\_\_\_
24. Конференция будет проходить с пятницы 9-го по вторник 13. \_\_\_\_\_
25. Золото вырабатывается в Южной Африке. \_\_\_\_\_

26. Табак растет в США. \_\_\_\_\_

27. Виски изготавливают в Шотландии. \_\_\_\_\_

28. Келлогс - хорошо известная марка мюсли (cereal) на завтрак.

29. Надеюсь, что все в порядке. \_\_\_\_\_

30. Правительство подняло налог на 3%. \_\_\_\_\_

## LESSON 5

## УРОК 5

### REVISION

### Exercises

#### Exercise 1.

**a)** *In the space provided, write a sentence for ten of the following punctuation marks. Underline the punctuation mark in each sentence.*

#### EXAMPLE

Have you seen the new video telephones?

comma

underscore

colon

exclamation point

period

question mark

parentheses

apostrophe

hyphen

semicolon

ellipsis

quotation marks

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**b)** *In the list that follows, underline all the words that should be capitalized. In the space provided, write a sentence for each of the items you have underlined.*

## EXAMPLE

The soldier was awarded the Purple Heart after the war.

senator smith	rockefeller center	the city
the river	kansas city	los angeles dolgers
catalina island	lake superior	Jill Traynor, marketing assistant
purple heart	a park	president Lincoln

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

**Exercise 2. Read the story and arrange the words in each sentence in the right order. Add capital letters and colons, full stops, exclamation marks and question marks in the right places.**

### MODEL

the local school / attends / my son Alex

My son Alex attends the local school.

1. to his school / my wife Jane and I went yesterday...
2. we / to his teacher spoke...
3. Alex's school report / we collected...
4. very good / wasn't / Alex's report...
5. in every subject / were / his marks / low...
6. was waiting anxiously for us / outside / Alex...
7. 'my report / how was' / eagerly / he asked
8. 'very good / it wasn't' / I said...
9. 'you / harder' / must try...
10. seems / that boy Anton / very clever...
11. good marks the got / in all subject...
12. 'clever parents / Anton / has' / Alex said...

### Exercise 3.

**a)** Read the story and arrange the words in each sentence in the right order. Add capital letters and commas, full stops, exclamation marks or question marks in the right places.

#### MODEL

My car / I parked / in the centre of the village.

I parked my car in the centre of the village.

1. near a bus stop / an old woman / I saw...
2. 'beautiful village / what's' / I said...
3. 'live here / how many people...
4. 'twenty people / there are' / the woman said...
5. 'here / have you lived / how long'...
6. 'all my life / I have lived here'...
7. 'isn't / it's a quiet sort of place'...
8. 'here / a quiet life / we live'...
9. a cinema / we don't have / or a theatre...
10. our school / 3 years ago / was closed...
11. only one shop / we have...
12. calls / a bus / twice a day...
13. here / in 55 B. C. / came / the Romans...
14. since then / has happened nothing...

**b)** Tony is being interviewed for a job. Look at the interviewer's notes and Tony's answers, then write the questions she is asking Tony.

- |                         |                         |                     |
|-------------------------|-------------------------|---------------------|
| 1. age?                 | <i>How old are you?</i> | I'm 18.             |
| 2. live locally?        | .....?                  | Yes, I do.          |
| 3. address?             | .....?                  | 5, Flower Close.    |
| 4. when / leave school? | .....?                  | Last year.          |
| 5. which school / go?   | .....?                  | Benham School.      |
| 6. work / now?          | .....?                  | Yes, I am.          |
| 7. who / work for?      | .....?                  | Millers Limited.    |
| 8. how long?            | .....?                  | For six months.     |
| 9. enjoy / present job? | .....?                  | Yes, I do.          |
| 10. why / want / leave? | .....?                  | The pay isn't good. |

**c)** Sonia Schmidt is phoning to book a hotel room. Complete the conversation by putting the words in brackets in the correct order.

INCEPTIONIST: Good morning. Blakeney Hotel.

SONIA: Hello. My name's Schmidt. I'd like to book a room please.  
 INCEPTIONIST: Certainly. (staying / how many nights / you / be / will?)  
 (1) *How many nights will you be staying?*  
 SONIA: Three. Starting next Thursday.  
 INCEPTIONIST: Yes, we have rooms available. Double or single?  
 SONIA: Double please. (available / is / one / with a sea view?)  
 (2) .....?  
 INCEPTIONIST: Yes. By the way, (have / about / the special offer / we are running / you at the moment / heard?)  
 (3) .....?  
 SONIA: No.  
 INCEPTIONIST: It's four nights for the price of three. (don't / take / it / advantage / you / why / of)  
 (4) .....?  
 SONIA: (have / for it / what / I / to / do / to qualify / do)  
 (5) .....?  
 INCEPTIONIST: Just confirm your reservation in writing and pay a ten per cent deposit.  
 SONIA: (be / much / would / that / how?)  
 (6) .....?  
 INCEPTIONIST: Z 15.  
 SONIA: Yes. I think I'll do that. (to / make / the cheque / who / I / should / payable?)  
 (7) .....?  
 INCEPTIONIST: The Blakeney Hotel.  
 SONIA: OK. I'll post it today.  
 INCEPTIONIST: Thank you very much. We'll look forward to seeing you.  
 SONIA: Thank you. Goodbye.  
 INCEPTIONIST: Thank you.

**Exercise 4. Punctuate the following sentences in an appropriate way.**

a. my childrens cries of excitement woke my up with a start look they shouted weve found a birds nest its got eggs in it too thats lovely i said but come away from it or the bird will be too worried about its nest.

b. i packed everything i needed for the journey in a small leather hold all books a change of clothes some sandwiches and some of my mothers home made cake.

c. the queen who led the country during the period of its greatest industrial supremacy was queen victoria

d. the queen who spends much of her traveling is well loved by her people

- e. mr higgins butchers shop is the best in the area
- f. theres no point in reading that newspaper she said its out of date
- g. the bbc starts transmitting programmes at six am
- h. could you get a pounds worth of three inch naits from the ironmonjers

**Exercise 5. In some, but not all, of the following sentences there are mistakes of punctuation. Correct them, and comment on the use or absence of punctuation.**

1. Mary speaks English, French, German, and Italian.
2. She asked me, if I wanted any help?
3. The Prime Minister said, that the situation was improving.
4. 'That' said Jill 'is all I know. 'Why?,' asked Angela.
5. When everyone's here, we'll start the meeting.
6. We'll start the meeting when everyone's here.
7. My daughter who works in York is getting married.
8. My wife who's publishing is going to a book fair.
9. I was at university in the early 1980's. In 86 I went to Germany.
10. This book isn't Peters. It's yours'.
11. We've just had a fortnights' holiday in Ireland. In a few week's time we've off to Italy.
12. The girls school was on one side of the road, the boys on the other.
13. She doesn't talk, normally.

**Exercise 6. Here are some well-known anecdotes. Punctuate them as you think appropriate.**

1. Sir Winston Churchill

A lady MP once rebuked Churchill for being intoxicated at a dinner party sir she said you are drunk and you madam are ugly Churchill retorted but I shall be sober tomorrow.

2. In a conversation with Churchill Lady Astor expounded on the subject of womens rights Churchill opposed her on this and other causes that she held dear in some exasperation Lady Astor said Winston if I were married to you I d put poison in your coffee Churchill responded and if you were my wife I d drink it.

3. Paul Getty I

Getty once received a request from a magazine for a short article explaining his success a two hundred pound cheque was enclosed the multi millionaire obligingly wrote get up early work late strike oil

#### 4. George Bernard Show

A certain Mrs Smythe who was notorious for courting celebrities sent show an invitation reading Lady Smythe will be at home on Tuesday between four and six o'clock Show returned two card with the following annotation Mr Bernard Show likewise.

#### 5. Grouch Marx

He once received a letter from his bank manager who had written to remind him of an overdraft the letter ended with the standard phrase if I can be of any service to you do not hesitate to call on me Marx immediately put pen to paper dear sir he wrote the best thing you can do to be of the account of one of your richer clients and credit it to mine.

### **Exercise 7. Rewrite the following as compound adjectives.**

#### **MODEL**

a five-pound note

1. a walk that lasts for three hours...
2. a house that would cost fifty thousand pounds...
3. a programme that lasts for twenty-five minutes...
4. a delay which means a wait of five hours...
5. a hotel with five stars...
6. a cassettes that lasts ninety minutes...

### **Exercise 8. Put apostrophes in the following sentences.**

a. My childrens favourite game is Chasing Wally the cat. Its not a game I like; and the cat certainly doesnt like it. It hides under Kates bed or runs up its favourite tree, where the children cant get it.

b. 'Have you seen todays newspaper?'

'No, I havent. Why?'

'Were going on holiday to American in a few days time, and I wondered what the weathers been like.

### **Exercise 9. Add commas, where appropriate in the following sentences.**

#### **EXAMPLE**

Sonja, the editor, was to read the manuscript today.

1. Luis arrived in this country on October 5 1982.
2. She moved to 39 Old Salem Road Roswell NM 75210.
3. Our service contract expires in January 1992.

4. She is one of the happiest most carefree employees in the company.
5. Randy the electrician is taller than Randy the plumber.
6. August 22 1997 will mark their fiftieth wedding anniversary.
7. I enjoyed my stay in Chicago the Windy City.
8. You must respond to this request by the end of December 1994.
9. The most knowledgeable person in the company is Nancy Ellis the promotions director.
10. Do you have the January 15 1990 issue of *The New Yorker*?
11. It was a fast exciting play.
12. Our contract expires in November 1991, and we have chosen to renew it for three years.
13. Was the inn at 32 Hilltop Lane Blowing Rock or at 32 Hilltop Road Asheville?
14. Tom Yates the new principal allows no nonsense.
15. The new office address is 375 Hawthorne Lane Huntsville AL 36942.

**Exercise 10. Write out the following letter, paying careful attention to punctuation and lay-out. Divide into paragraphs.**

Skyway tours ltd 117 brompton court road cambridge cb2 4 jk october 1997 mr james bradley the towers homefield road little chalfont buckinghamshire gk 4 8 gj dear mr bradley thank you very much for your letter of 3 october which was forwarded to me by sheila brown of our complaints department to whom you wrote regarding your recent holiday on the caribbean island of st lucia i was sorry to learn that the holiday was not to your satisfaction and having made certain enquiries i must admit that your reasons for complaint seem well founded i personally got in touch with mr peter thompson the manager of the plaza hotel where you stayed with your wife and children and he informed me that your room had not been prepared to our normal high standard i understand the laundry service was inadequate because the washing machine broke down its motor has now been replaced this would explain why your wifes clothes were damaged regarding the play area which you saw advertised in our brochure it had apparently not been possible to complete this on time which explains why there was a lot of builders material in the area near the swimming poolis was sorry to learn of your childrens accident and i hope they have recovered from their injuries in view of all these misfortunes i hope you will accept my sincere apologies and a refund of half the total cost of your holiday yours sincerely malcolm green director.



**Exercise 11. Capitalization and abbreviation: Breakfast Juices, Inc., is offering on-site course for employees. The courses do not apply to a degree but cover a wide variety of interests. Your job is to draft the first announcement about the course offerings for the months of March and April. What follows is your first draft. Review the announcement for capitalization and abbreviation errors. Correct all capitalization and abbreviation errors, and rewrite you draft on a separate sheet of paper.**

Breakfast juices, Inc., is pleased to announce six on-site courses for employees and their spouses, these courses will be offered on tuesd. and thur. evenings, starting at 6:30 P. M. and finishing at 9:30 p. m.

**Exercise 12. Read and explain the usage of punctuation.**

### **Text A**

Violet is talking about two telephone calls to Mary ('she' in the text). The main purpose is to arrange a visit to Mary and Harold's house. Harold ('he' in most of the text, although 'he' sometimes refers to Charles) has been ill.

1. And when they'd finished I asked Charles, 'Have you asked about him being in hospital?', because in the letter she'd said he'd been in hospital for ten days in February with unstable angina.

2. And, erm, I said to Charles, 'Did you ask about him being in hospital?' He said, 'No' - typical man. I thought, 'Ooh my God,' you know, 'she won't be a bit pleased', because I wouldn't have been either, you know.

3. Anyway, later we rang them back, didn't we? And we said, 'Is it all right if we come?' And she said, 'Well, you can come during the week if you want.' But we like to go back home, you see - we don't want to stay there overnight.

4. And Charles said, 'No, it's horrendous during the week.' You know, like when we came on Friday, it was busy and we wouldn't have wanted to go back the same day. I think it's too much when you're getting old, you know. I mean, there were lorries to the right of us and lorries to the left of us, and all sorts, on Friday, but at least we only had one journey, you know. So he said, 'No, I don't want that.'

5. Anyway, I said to her, I said, 'What's all this about him being in hospital?' And then she started - it seemed as though I'd asked the right question, you see.

## Text B

### SHELL SONGS

#### A Letter from the Laird's Wife

By George Mackay Brown

This story has two central characters - a nine-year old boy from a poor farming family, and the wife of an estate owner. The story is set on an island in Scotland.

Dearest Alicia,

I must tell you about this strange thing that has happened here.

Do you remember Hundland who used to come and help in the Hall garden sometimes in the summer? He is a small man with a brown silky beard and blue eyes. He is a good worker, and quiet in his speech. One thing about him, when James and I speak to him, he will not remove his hat, or say "sir" or "ma'am".

Hundland works a croft on the far side of the island. He is married and has several children.

Three days ago, Tuesday, Hundland had a boy with him, aged nine or ten, when I saw him working in the tulip-beds. This child was wandering slowly here and there about the garden. I could see his lips moving. He nodded from time to time. His hands made slow shapes. He was a very small boy indeed, and not very pretty, with light sand-coloured hair. My first impression was: he is a bit simple in the head.

I opened the window. I called, "Good morning, Hundland!" The man merely turned his face and nodded. The child fled as if he had been shot, behind the sycamore tree.

"What child is that?" I asked.

Hundland replied, still bent over the blossoms, "He's Tom. He's our youngest boy. The wife's not well today. I thought I would take him off her hands. He's more trouble, in a way, than all the others."

"Tom," I called, "come from behind the tree. I have an orange and a piece of chocolate for you."

There was no answer. There was a white five-pointed star stuck to the hither side of the trunk, Tom's hand.

"He won't come out!" said Hundland. "He's the strangest boy I ever saw. He wouldn't show himself if you were to offer him a piece of gold. I don't know what's to become of the creature when he's grown. He's frightened of boats. He's frightened of horses. He wants to know all about them, all the same. He's frightened of any stranger that comes about. That won't do in a crofter-fisherman. He might grow out of it. He'll have to."

"Surely he ought to be at school," I said.

He's frightened of the teacher, too, and the big boys; they won't leave him alone. He's as ignorant as a scarecrow when it comes to letters and figures. He's upset this morning, because his mother's in bed. The only time he's happy is when he's by himself. He contents himself with the daft games he makes up..."

These were the words of my radical gardener to me, the most he's ever spoken. (But never a touch to the cap.)

It was a most beautiful morning, Alicia, all blue and gold and green. I decided not to waste the day (James had been all week in Edinburgh on business). I took my book and parasol and cushion and walked along to the beach, which was quite empty, as the fishermen had taken advantage of the weather to set their creels here and there under the cliffs on the west side.

I sat down on a rock and opened by book of Shenstone's poems. Everything was quite beautiful and tranquil. Nature smiled. It was so peaceful I could hear the horse in the field above champing and moving through the grass. I could sense, almost, the earth's juices flowing.

(How is it words in a book are never so beautiful and interesting outside, in the sun? Of course they are, they must be; but books seem made for opening beside a fire indoors, with the yellow wavering of candle-light on the white pages. My friend, I would rather than any book that you had been there to share that beautiful day with me! There is a selfishness in solitary enjoyment.)

It seemed, however, that I was not destined to be solitary for too long. I heard the faintest rhythmic displacement of dry sand-grains. Who could it be, the despoiler of my solitude? I raised the rim of my summer hat, and looked.

It was a small boy, anonymous against the blue and silver glittering of ocean.

His mouth, between the sea and the fields, was ringing like a little bell.

Dear Alicia, the boy spoke as if the shells and stones and water were living things, and I could understand what he was saying. It was the strangest experience: I hidden in my rock cranny, this boy (whoever he was) wandering here and there about the shore, chanting.

I listened, half-amused and half-wonderstruck. Shenstone lay spread-eagled at my feet, the pages slowly curling in the sun.

Should I declare myself? It seemed a shame to break the natural flow of the boy's fantasy. This most strange monologue went on and on. On an impulse, I plucked a pencil from my bag and wrote, as best I could, on the blank pages of Shenstone's Works, the words of my shore wanderer. It seemed a shame that only the empty unremembering empyrean should be given such a unique recital.

I cannot convey how fresh and exquisite the words were in that setting. My pencil stumbled on and on, slowly blunted.

Naturally, I missed much. The boy wandered here and there. Often I could only hear - as it were - an indistinct music. And then, pencil on paper is tardy, and his words, however indistinct, came with the freshness and urgency of a spring.

## **ПРАКТИЧЕСКИЙ КУРС ИНОСТРАННОГО ЯЗЫКА АНГЛИЙСКИЙ ЯЗЫК**

### **ПРАКТИЧЕСКАЯ ГРАММАТИКА ЮНИТА 12**

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