

Commas, Semicolons, and Colons

PRACTICE WORKSHEET

FOR GRADES 7-12

Part I: Place commas correctly in the following sentences. Commas are used to separate a series of items, to separate two or more modifiers, before conjunctions when they join independent clauses, and to offset nonessential phrases or clauses.

1. Students hugged laughed and compared schedules on the first day of school.
2. Always make sure you are ready at 7:10 or you will be late for school.
3. Are you really interested in going to that smelly dirty windowless restaurant?
4. Jason walked all over the parking lot but he could not find his car.
5. Stay close to the tour guide and be very careful where you step.
6. She invited Mark Shawna Mike and Maria to her birthday dinner.
7. Mr. Bassett who told us to attend the tennis match was nowhere to be found.
8. I will need some paint a hammer and some nails to work on the set for the play.

Part II: Place semicolons in the following sentences. Semicolons are used in between independent clauses if they are not joined by a comma and a conjunction (and, but, or, nor, for, & yet. (See rule above.) Semicolons can also be used between independent clauses joined by words like hence, however, for instance, furthermore, etc.

1. He wanted to take a trip to Rome therefore, he decided to start learning Italian.
2. Science is my most difficult subject I will have to spend a little more time studying my classwork in order to do well in it.
3. Nina and her family live down the street from me it is so nice to live close to my best friend.
4. I went to a job interview this weekend however, I don't think I will get the job.
5. If you want to go camping, you need specialized equipment it is not the easiest vacation to take.
6. The varsity basketball team is very good this year they are hoping to win another championship.
7. You will need to buy some new equipment for the team furthermore, you will also be keeping score at every game.
8. My dog had not been out all day while I was at school I took him for a long walk when I got home.
9. All the science classrooms are on the ground floor the other subjects are upstairs.
10. Jessie needed to work on her sewing skills for example, she was struggling with sewing in zippers.

Part III: Place colons in the following examples or sentences. Colons are used to indicate the following: “note what follows,” to separate hours and minutes when writing out the time, between a chapter and verse when referring to the Bible, and after a greeting of a business letter.

1. She woke up too late. The bus left at 7 25, and it is now 7 46.
2. Dear Congressman Sanchez
3. To Whom It May Concern
4. A minister and a rabbi conversed about their interpretations of Isaiah 4 2 and 5 21.
5. Many jobs would be acceptable for 16-year-olds, for example cashier, office assistant, or hostess.
6. You will need to learn the following words for your vocabulary test Friday terraced, multicolored, and influential.
7. Dear Sir
8. I need to shop for several items some new socks, a pair of work pants, and work boots.
9. When the teacher walked into class late at 8 10, she looked relieved that we were all in our seats.
10. The school supply list included the following pens, paper, and white-out.

Part IV: Review. Place the appropriate punctuation mark in the following sentences. The spaces for punctuation are marked for you. Choose between comma, semicolon, and colon.

1. If you want to go on vacation next year__ you will need to save some money.
2. I've heard New York City is an excellent place to visit __ it can be hot in the summer __ though.
3. We could stay in the city and see all the sights __ the Statue of Liberty __ Central Park __ and the Metropolitan Museum of Art.
4. Another fun thing to do would be drive upstate to see the Baseball Hall of Fame __ I've always wanted to go there.
5. My friend told me I have to try the bagels and pizza in New York __ they're supposed to be the best!
6. Since we might go in December __ make sure you pack these warm items __ gloves, a scarf, a hat, and a wool coat.

COMMAS, SEMICOLONS, & COLONS KEY

Part I

1. Students hugged, laughed, and compared schedules on the first day of school.
2. Always make sure you are ready at 7:10, or you will be late for school.
3. Are you really interested in going to that smelly, dirty, windowless restaurant?
4. Jason walked all over the parking lot, but he could not find his car.
5. Stay close to the tour guide, and be very careful where you step.
6. She invited Mark, Shawna, Mike, and Maria to her birthday dinner.
7. Mr. Bassett, who told us to attend the tennis match, was nowhere to be found.
8. I will need some paint, a hammer, and some nails to work on the set for the play.

Part II

1. He wanted to take a trip to Rome; therefore, he decided to start learning Italian.
2. Science is my most difficult subject; I will have to spend a little more time studying my classwork in order to do well in it.
3. Nina and her family live down the street from me; it is so nice to live close to my best friend.
4. I went to a job interview this weekend; however, I don't think I will get the job.
5. If you want to go camping, you need specialized equipment; it is not the easiest vacation to take.
6. The varsity basketball team is very good this year; they are hoping to win another championship.
7. You will need to buy some new equipment for the team; furthermore, you will also be keeping score at every game.
8. My dog had not been out all day while I was at school; I took him for a long walk when I got home.
9. All the science classrooms are on the ground floor; the other subjects are upstairs.
10. Jessie needed to work on her sewing skills; for example, she was struggling with sewing in zippers.

Part III

1. She woke up too late. The bus left at 7:25, and it is now 7:46.
2. Dear Congressman Sanchez:
3. To Whom It May Concern:
4. A minister and a rabbi conversed about their interpretations of Isaiah 4:2 and 5:21.
5. Many jobs would be acceptable for 16-year-olds, for example: cashier, office assistant, or hostess.
6. You will need to learn the following words for your vocabulary test Friday: terraced, multicolored, and influential.
7. Dear Sir:
8. I need to shop for several items: some new socks, a pair of work pants, and work boots.
9. When the teacher walked into class late at 8:10, she looked relieved that we were all in our seats.
10. The school supply list included the following: pens, paper, and white-out.

Part IV

1. If you want to go on vacation next year, you will need to save some money.
2. I've heard New York City is an excellent place to visit; it can be hot in the summer, though.
3. We could stay in the city and see all the sights: the Statue of Liberty, Central Park, and the Metropolitan Museum of Art.
4. Another fun thing to do would be drive upstate to see the Baseball Hall of Fame; I've always wanted to go there.
5. My friend told me I have to try the bagels and pizza in New York; they're supposed to be the best!
6. Since we might go in December, make sure you pack these warm items: gloves, a scarf, a hat, and a wool coat.