

## **ACADEMIC SKILLS COURSE, DXJ AKD2, lesson 8, 18 March 2016**

### **A. PUNCTUATION**

*Task 1: Read the following sentences and add commas where appropriate.*

1. Students who have completed the course will be awarded a certificate.
2. Some of the top clubs who had never liked the system were worried about the growing tendency of the very best professionals to leave the country to play in Italy and elsewhere.
3. Unfortunately what is meant by the term varies according to the field of study.
4. The evidence shows however that this variable does have a significant influence on useability.
5. In firms of all sizes a basic aim of management accounting routines is to control vital areas and to monitor performance.
6. The difference between tamper-proofing and other techniques is characterized in Figure 10.
7. If you enter the factory you are required to wear a hard hat.
8. Originating in the high temperatures within the depths of the Earth geothermic energy is as old as the planet.
9. Geothermic energy is as old as the planet originating in the high temperatures within the depths of the Earth.
10. To tackle the above navigational problems developers of hypertext systems have devised a number of navigational tools.
11. Developers of hypertext systems have devised a number of navigational tools to tackle the above navigational problems.
12. Any significant greenhouse warming could cause a rapid melting of polar ice which would result in a rise in sea level and the consequent flooding of coastal areas.
13. Any significant greenhouse warming could cause a rapid melting of polar ice resulting in a rise in sea level and the consequent flooding of coastal areas.
14. Design activities are often interdisciplinary thus bringing together concepts from the arts mathematics and sciences.

**Task 2:** Read the following sentences and add commas where appropriate.

1. Hydrogen fuel cells are safe and effective yet the technology is still too expensive for the mass market.
2. Hydrogen fuel cells are safe and effective but still too expensive for the mass market.
3. These schemes provide a solution to current traffic problems and they are easy to implement.
4. These schemes provide a solution to current traffic problems and are easy to implement.
5. In the future those non-energy sectors most dependent on energy will suffer the greatest loss in production as shown in table 1.
6. It has been divided between fourteen cousins three of whom are of Corsican extraction and thus according to our French friends impossible to deal with.
7. Nokia the world's top cell phone maker on Tuesday launched the first pre-commercial 3G network in Toulouse France.
8. During a recent visit by the Finnish President Tarja Halonen Japan experienced a very serious earthquake.
9. During a recent visit by President Tarja Halonen Japan experienced a very serious earthquake.
10. In the future those non-energy sectors most dependent on energy such as the chemical and steel industries will suffer the greatest loss in production.
11. Music has been used by other community agencies including a health center and church groups as a vehicle for promotion of community projects and events.
12. The Family Filter blocks all harmful image files video file SPAM and internet pages from your children's computer.
13. Similar to many other initially exotic expensive technologies CD-Recordable drives have become everyday tools for most users.
14. Almost all modern electronic devices have internal clocks.

**Task 3:** Read the following sentences and add commas where necessary to prevent misreading.

1. According to Bob Frank's computer is obsolete.
2. By Monday evening students must begin preregistration for fall classes.
3. Whatever they built they built with care.
4. Students go to school to learn not to play sports.
5. Technology has made what once seemed not possible possible.

**Task 4:** *Unnecessary commas have been intentionally added to some of the sentences that follow. Delete unnecessary commas. If a sentence is correct, mark it with a C.*

1. Speaking in public is something, that most people fear.
2. The season was unusually cool, the orange crop was not seriously harmed.
3. The used car I bought, which cost \$2, 000, broke down after a week.
4. Forty years ago, most college students had access to neither photocopiers, nor pocket calculators.
5. Both typewriters, and tape recorders were generally available, however.
6. The landlord asked, if we would sign a two-year lease.
7. You may pay by check, with a credit card, or in cash.
8. Plagues, and pestilence were common during the Middle Ages.
9. She can, and will be ready to run in the primary.
10. Either the hard drive is full, or the modem is too slow.
11. Jane Addams founded Hull House, because she wanted to help Chicago's poor.
12. A skilled workforce is essential, which is why our training program is so important.

**Task 5:** *Change each word or phrase in parentheses to its possessive form.*

1. Reading (Henry James) *The Ambassadors* was not (Maria) idea of fun.
2. *The (Readers) Guide to Periodical Literature* is available online.
3. *The (Women) Room* is a novel by Marilyn French.
4. The (editor-in-chief) position is open.
5. He accepted the (Secretary of State) resignation under protest.
6. (Ernest Hemingway and Gertrude Stein) writing styles have some similarities.
7. (Gilbert and Sullivan) operetta is called *The Pirates of Penzance*.
8. Laid-off employees received (two weeks) severance pay and (three-months) medical benefits.

**Task 6:** *Add colons to the following texts.*

1. It was conceived of by all those who participated in it not as a coalition government as generally understood, but as a temporary, emergency government, formed for a single limited purpose to balance the budget through drastic economies and increases in taxation.
2. The National Government was a genuine coalition in the sense in which that term is used on the continent a government comprising independent yet conflicting elements allied together.
3. This third National Government was the type of coalition government with which British history is much more familiar a coalition between one major party and a fragment from another which has broken off because it disagrees with one of its parent party's central tenets.
4. The Labour government found itself under pressure from three directions from the left wing, from the TUC, and from Sir Oswald Mosley and his supporters.

5. Finlay had recommended four alternatives full internationalization, a European plus dependencies system, an Empire only system, or international regulation.
6. Only the United States had no state airline and believed that airways should be open to free market capitalism "In general, the Chicago conference can be described as an attempt by the United States to capitalise on its overwhelmingly strong bargaining position in international aviation by securing for itself a near monopoly of long-haul air transport."
7. Berle also was not impressed with Swinton, who always pleaded that he was bound by instructions from London "Swinton is ill-prepared and he also tends to be arrogant and inflexible."

**Task 7:** *Add semicolons where necessary.*

1. A thorough and detailed biography of Arthur Henderson is also badly needed the recent short studies by F. M. Leventhal and Chris Wrigley add little in so far as the events of 1931 are concerned.
2. Clearly, as the concentration of P rises, so will the proportion of enzyme molecules to which P is bound hence the rate of conversion of S to A, and hence to P, will fall.
3. Labour was the largest party with 288 MPs the Conservatives, who had gained more votes than Labour in the 1929 general election, were, nevertheless, only the second largest party with, by 1931, 262 MPs and the Liberals had fifty-nine MPs.
4. Latin literature continued to be copied by Christian aristocrats classical learning survived in the teaching available, now in episcopal households rather than public schools Roman art continued to adorn the walls of churches and the sides of sarcophagi.
5. Thomas Jefferson brought two hundred vanilla beans and a recipe for vanilla ice cream back from France thus, he gave America its all-time favorite ice-cream flavor.

**Task 8:** *Add dashes where necessary.*

1. Tulips, daffodils, hyacinths, lilies all these grow from bulbs.
2. St. Kitts and Nevis two tiny islands nations are now independent after 360 years of British rule.
3. World War I called "the war to end all wars" was, unfortunately, no such thing.
4. He considered several majors history, English, political science, and business before deciding on journalism.

**Task 9:** *Rewrite the text using fewer dashes to make the writing seem more organised and controlled.*

Registration was a nightmare – most of the courses I wanted to take – geology and conversational Spanish, for instance – met at inconvenient times – or were closed by the time I tried to sign up for them – it was really depressing – even for registration.