

Practice

Read the following essay and label the sentences by their type.

Simple=S Compound=C Complex = Cx Compound-Complex=C-Cx

1. _____ People often enjoy having pets around, but I do not think that every family
1
2. _____ should have them. Pets require a lot of time and attention.
2
3. _____ Many families cannot give pets the care that they need.
3
4. _____ Pets demand a lot of time from their owners.
4
5. _____ They need daily feeding.
5
6. _____ Dogs need daily walking.
6
7. _____ All pets need to be groomed frequently, and they need to be taken to a
7
veterinarian regularly.
8. _____ Many families don't have time for these things.
8
9. _____ Pets require a lot of attention.
9
10. _____ Most pets do not like being alone.
10
11. _____ If a pet is left by itself all day, it can become very depressed.
11
12. _____ However, most people have to go to work or school, and they cannot be home
12
during the day very often.
13. _____ This makes a sad life for a pet.
13

Skill 7 Punctuation

You must be careful of your spelling and punctuation. In the Writing section, you will not have access to dictionaries or automatic spell checkers on the computer. Make sure you understand how each of the following is used.

- An **indent** of approximately a centimeter is made at the beginning of each paragraph.
- **Capital letters** are used at the beginning of each sentence and as the first letter for all proper nouns.
- A **period, question mark, or exclamation point** is always used at the end of a sentence.
- **Commas** are used in the middle of sentences in certain situations.
 - In a list of three or more things
Some small schools provide students with laptop computers, the latest software, and Internet access.
 - To separate transition words from the rest of the sentence
Additionally, a new gym would cost much more than a new library.

- Between two independent clauses

I usually spend my vacation in one place, but I traveled to several different places on my last vacation.

- To separate a non-restrictive clause

My son, who is an exceptionally talented young man, has done very well at a small school.

- After a subordinate clause at the beginning of a sentence

After earning only a modest salary for several years, I realized that earning a decent amount of money is very important indeed.

Practice

Correct the punctuation errors in these sentences. You can rewrite the sentences on a separate sheet of paper, or you can write on a computer.

1. there are many people who should not have pets. my neighbor for example is an irresponsible pet owner. he has three large dogs. he is gone all day and his dogs are left alone to bark loudly from morning until evening. this is sad for the dogs and unpleasant for all the neighbors. do you think it is a good idea for a person like this to have pets.
2. when I take a vacation I prefer to visit a city. in my opinion cities are fun and exciting places to visit. recently I spent a vacation in new york city which is a popular place for tourists. my days there were filled with fun activities such as shopping visiting museums and going to the theater. I was busy every day but I still did not see everything. if I get my wish I will visit there again sometime soon.
3. it seems to me that the best idea is to spend the money building a new library. the library we have now has many problems. the roof leaks many windows are broken and the heating system does not work well. because the library is such an uncomfortable place to be students do not like to use it. how much would it cost to build a new library. I do not know the answer to this question but I am sure the school administrators could find the money somewhere. it is very important for a school to have a good library.
4. earning a good salary is very important. if you are a professional you have a college education. you studied hard to get your degree and you probably paid a lot of money for your tuition. moreover you are expected to do professional-quality work at your job. for all these reasons you deserve to be paid well.