

UNIT 9 Learning to Punctuate

WRITING APPLICATION A: Using Punctuation in Making a Request

To order a product advertised in a magazine or newspaper, you might need to write a letter of request. To begin your letter, you might write the words *Will you please send me . . .*. Sentences that are written to make a request rather than to ask a question end with periods instead of question marks.

REQUEST Will you please send me the Baja California poster advertised in the June issue of *Tangelo* magazine.

QUESTION Do you have available any of the Baja California posters advertised in the June issue of *Tangelo* magazine?

Writing Assignment: On a separate sheet of paper, write the body of a letter requesting that a specific product be sent to you. Use an imaginary product and company in your letter. Practice writing sentences that make a request rather than ask a question. You will have an opportunity later to revise your writing.

Evaluation Checklist: Reread your first draft. Use these guidelines to help you judge the content and organization of your writing.

- ___ I have used periods to punctuate sentences that make a request.
- ___ I have used question marks to punctuate questions.
- ___ The tone of my letter is polite.

Revising, Proofreading, and Writing the Final Version: Revise your first draft carefully. Correct all sentence punctuation. Proofread your revised draft. Then write your final version.

WRITING APPLICATION B: Using Commas in Compound Sentences

Not knowing where to put commas in compound sentences is a little like playing a game of darts for the first time. You can only aim and hope your commas land in the right places. Fortunately, comma usage follows logical rules that anyone can master through practice. In compound sentences, a comma is always used before the conjunction. When a sentence is compound, it has a subject and a verb both before and after the conjunction. If a sentence does not also have a subject and a verb after the conjunction, it is not compound and should not have a comma.

COMPOUND SENTENCE *Michael* wants to study agricultural engineering, and *he* someday wants to manage a farm. (A subject follows *and*; therefore use a comma before *and*.)

COMPOUND PREDICATE *Michael* wants to study agricultural engineering and someday manage a farm. (No subject follows *and*; therefore do not use a comma before *and*.)

Writing Assignment: On a separate sheet of paper, write about two major goals you have set for yourself. Practice writing compound sentences. You will be able to revise your writing later.

Evaluation Checklist: Reread your first draft. Use these guidelines to help you judge the content and organization of your writing.

- ___ I have correctly punctuated my compound sentences.
- ___ I have written correctly punctuated sentences containing compound predicates.
- ___ I have included a topic sentence in each paragraph I have written.

Revising, Proofreading, and Writing the Final Version: Revise your first draft based on your evaluation. The proofread your revised draft. Write your draft in final form.

WRITING APPLICATION C: Using Commas in Addresses

On maps and charts, boundary lines are used to separate cities, states, and other land divisions. In writing, commas are used to separate parts of addresses, such as street names, cities, and states. A comma is not used to separate a state and a ZIP Code.

- EXAMPLES**
1. I visited my niece in Bismarck, North Dakota, before continuing on to my brother's house in Billings, Montana.
 2. Ramona has moved to 1267 Spring Bark Avenue, Livonia, Michigan 48158.
 3. When I am in Naples, Florida, next year, I hope to visit the Ink Shop at 1000 Niceny Boulevard.
 4. Send the coupon to 12 Lambeth Street, New York, NY 10022, and include return postage.

Writing Assignment: On a separate sheet of paper, write directions for a person who will be driving to your house from another state. The person visiting may be imaginary or real. In your directions, mention major cities and states the person will drive through. Also, mention at least two specific addresses in your writing. You may make up address and highway names for this assignment.

Evaluation Checklist: Reread your first draft. Use these guidelines to help you judge the content and organization of your writing.

- ___ I have used commas correctly with addresses.
- ___ My directions follow a logical order.
- ___ I have correctly punctuated my sentences.

Revising, Proofreading, and Writing the Final Version: Revise your first draft based on your evaluation. Then proofread your revised draft. Write your draft in final form.