A. (Self-check) For each of the following sentences, underline any errors in punctuation. Then in the space provided, write the correct punctuation mark plus the word preceding it. Write C if the sentence is correct.

Example: The price of gas has been steadily increasing, therefore, people are starting to drive less.

1. Our virus software is not current, updates must be downloaded and installed first.
   current;

2. Texting is a leap backward in the science of communication, in fact, it is similar to Morse Code.
   communication;

3. Mark Zuckerberg worked for years to build Facebook, it was years before the company made a profit.
   Facebook;

4. Investors' expectations were high consequently, competitive bidding for the new IPO was brisk.
   high;

5. E-business has always been a risky undertaking, online companies seem to disappear as quickly as they appear.
   undertaking;

6. According to Red Herring, four of the top European entertainment companies are Double Fusion, Jerusalem, Israel; Echovox, Geneva, Switzerland; IceMobile, Amsterdam, The Netherlands; and Mobix Interactive, London, United Kingdom.
   C

7. The United Kingdom has the most companies on the list; and France and Israel tie for second place.
   list,

8. Communications is the largest sector on the list Internet services make up the second-largest sector.
   list;

9. One of the hottest areas is mobile communications, a number of companies offer chipsets and software to manage the downloading of video and other rich media to handsets and mobile phones.
   communications;

10. Consumers are also looking for alternative sources of power, thus some companies are offering such products as paper-thin batteries for compact devices.
    power;

Check your answers below.
B. Add any necessary commas or semicolons to the following sentences. (Do not add peri-
ods.) In the spaces provided, write the number of punctuation marks you inserted.
Write C if a sentence is correct as written.

Example: Check 21 went into effect in October 2004, however, many consumers still don’t understand this law.

1. Check 21 allows checks to be processed electronically, consequently, checks clear much more quickly.

2. Maxwell arrived, he clocked in, and he began waiting on customers.

3. German shoppers generally bring their own plastic or cloth bags for groceries, therefore, they were unaccustomed to Wal-Mart’s bagging techniques.

4. Greenland is the largest island in the world; it is about ten times the size of Great Britain.

5. Five cities expected to bid on the 2020 Summer Olympics are Cape Town, South Africa; Busan, South Korea; Istanbul, Turkey; Lima, Peru, and Birmingham, Alabama, USA.

6. The city to host the 2016 Summer Olympics will be announced soon; the 2016 Summer Paralympics will be held in the same city.

7. The shortest recorded reign of any monarch was that of Louis XIX of France; it lasted only 15 minutes.

8. Toyota wants to expand beyond automobiles; hence the company has moved into consulting, prefab houses, advertising, health care support, and sweet potatoes.

9. Dave identified the problem; Jessica offered suggestions, and Mallory critiqued each idea.

10. Web advertising attempts to reach large international audiences; television advertising is aimed at national or local audiences.

11. New York was chosen as the city where people would most like to live and work; San Diego came in second.

12. Computer hackers can easily decode short passwords; thus passwords should be at least six characters long and be a mix of letters and numerals.

13. We have hired “white hat” hackers; their job is to test how well our computer systems withstand assaults by real hackers.

14. Smart companies assume their computer networks will be broken into; consequently, they develop computer-use policies to limit the damage.

15. Among the oddly named towns in the United States are Boring, Maryland; Truth or Consequences, New Mexico; Rough and Ready, California; and Slap Out, Alabama.

16. Recent speakers at the Commonwealth Club include Jack Welch, former CEO of General Electric; Arthur Frommer, founder of Frommer’s Travel Guides; and Ellen Tauscher, Congresswoman, 10th District of California.

17. Consumers expect anytime, anywhere access to businesses; therefore, wireless cell phone use is growing.

18. Women now earn the majority of bachelor’s degrees in business, biological sciences, social sciences, and history, in addition, women outpace men in degrees in education and psychology.
19. If you want to tie all actions at a cash register to an individual, install fingerprint scanners, as a result, you will experience fewer instances of theft.

20. Some of the most famous product failures in history, along with the companies responsible, have included the Hula Burger, McDonald's, the Betamax, Sony, and Breakfast Mates, Kellogg's.

LEVEL 2

A. (Self-check) For each of the following sentences, underline any errors in punctuation. Then in the space provided, write the correct punctuation plus the preceding word. If a colon should be omitted, write Omit colon. Write C if the sentence is correct.

Example: Business model patents were awarded to: Netflix, TiVo, and Priceline. Omit colon

1. In order to be awarded a business model patent, the idea must be: concrete, useful, new, and unique. Omit colon

2. Fortune selected the following companies as the most socially responsible: Vodaphone, General Electric, HSBC Holdings, France Télécom, and HBOS. C

3. Other socially responsible companies include the following: Please check the Fortune Web site for the complete list. Nokia Électricité de France GDF Suez. following.

4. Andrew Carnegie said: “Think of yourself as on the threshold of unparalleled success. A whole clear, glorious life lies before you. Achieve! Achieve!” said:

5. The head of the computer security firm admitted one big problem: it is difficult finding good people without criminal records. C

6. Five of the worst computer passwords are: your first name, your last name, the Enter key, Password, and the name of a sports team. Omit colon

7. We have requests for information from three local companies: Sterling Laboratories, Putnam Brothers, and Big Dog, Inc. C

8. The computer virus scheduled to hit April 1 was called: “Conficker.” Omit colon

9. The most commonly observed holidays are the following: Thanksgiving, Labor Day, Christmas, July Fourth, and New Year's Day. C

10. Shane proposed a solution to our day-care problem: open a home office and share child-care duties. C

Check your answers below.

B. For the following sentences, add any necessary but missing punctuation marks. For each sentence indicate in the space provided the number of additions you have made. Mark C if the sentence is correct as it stands.

Example: According to the Federal Trade Commission (FTC), the following scams are most likely to arrive in your e-mail box: business opportunities, chain letters, work-at-home schemes, and investment opportunities. 5

1. Gavin Newsom declared his campaign for California governor simultaneously on Facebook, Twitter, and YouTube. C
2. Political expert Simon Rosenberg said, "We're seeing a reinventing of politics; and in a state as wired as California, and a campaign as expensive as this one will be, the candidates who can figure out how to tap into the power and passion of their supporters will have an advantage."

3. Newsom cited one important reason for announcing his candidacy this way, he wants to attract young voters.

4. Three similar types of tropical storms with different names are cyclones, typhoons, and hurricanes.

5. American Apparel, maker of trendy clothing, unveiled its latest, hippest retail outlet, a computer-generated boutique operating as a simulation game.

6. Polygraph examinations generally consist of four elements: a preexamination interview, a demonstration, questioning of the examinee, and a postexamination interview.

7. Babe Ruth, former American League baseball player, once said, "The way a team plays as a whole determines its success. You may have the greatest bunch of individual stars in the world, but if they don't play together, the club won't be worth a dime."

8. Experts suggest the following tips for choosing a business name:
   1. Avoid generic names.
   2. Keep it brief.
   3. Don't be too narrow or too literal.

9. Each balance sheet is a statement of assets, liabilities, and owner's equity.

10. Google offers many services in addition to its Web-search tool including the following: Google Maps, Google Finance, Google News, Gmail, Google Health, and Google Earth.

11. Google has also acquired these popular online products: YouTube, Blogger, and Picasa.

12. For graduation you must complete courses in mathematics, accounting, English, management, and business communication.

13. The law of supply and demand can function only under the following condition: producers must know what consumers want.

14. Professor Marilyn Simonson asked that research reports contain the following sections: introduction, body, summary, and bibliography.

15. Additional costs in selling the house are title examination, title insurance, transfer tax, preparation of documents, and closing fee.

16. Henry Ford said, "If money is your hope for independence, you will never have it. The only real security that a man can have in this world is a reserve of knowledge, experience, and ability."

17. Of all the discoveries and inventions in human history, the four greatest are said to be speech, fire, agriculture, and the wheel.

18. Ritz employees follow these four rules: build strong relationships with guests, create memorable experiences for guests, seek opportunities to innovate, and continuously learn and grow.

19. Many young employees today are making one big mistake: they are sharing too much information about their personal lives online.

20. BJ Fogg, director of Stanford University's Persuasive Technology Lab, said, "Finding the right balance will take time, if it is ever achieved. Unlike face-to-face conversations, there's really no good way yet for people to let one another know that they are being too revealing."
C. **Writing Exercise.** Write original sentences to illustrate the following. For example: *I generally use the Internet for e-mail; however, I plan to get better at using it for research.* Answers will vary.

1. (Semicolon with conjunctive adverb) *E-mail is used extensively in business today; therefore, the messages I send must be professional.*

2. (Semicolon without coordinating conjunction or conjunctive adverb) *At work I use e-mail for business purposes only; at home I use it to write to my family and friends.*

3. (Semicolon with series containing internal commas) *I would like to travel to Shanghai, China; Athens, Greece; Budapest, Hungary; and Bangkok, Thailand.*

4. (Colon with listed items) *Good e-mail messages should have the following traits: clarity, conciseness, and correct form.*

5. (Colon with an explanatory sentence) *I have one goal for taking this course: I want to improve my professional writing skills.*

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**LEVEL 3**

A. **(Self-check)** Insert necessary punctuation. In the space provided, write the number of punctuation marks that you inserted. Write C if the sentence is correct.

1. Five companies have been selected as the most admired in the world; namely, Apple, Berkshire Hathaway, Toyota Motor, Google, and Johnson & Johnson.  
   
2. Many airlines, including Delta and American, now charge for items like headphones, playing cards, and food; JetBlue, which is trying to reduce its expenses, even charges for pillows and blankets.  
   
3. Many new words have been added to the dictionary; for example, *webinar, subprime, malware,* and edamame.  
   
4. The meeting started promptly at 1:15 p.m. and ended at 3:45 p.m.  
   
5. “Smart kitchens” are now offered in many new homes; for example, some smart kitchens come with ovens that can cook food on demand via a cell phone.  
   
6. All employees are urged to observe the following rule: When in doubt, consult the company style manual.  
   
7. The writer of a research report should include a variety of references; for example, books, periodicals, government publications, and newspapers.  
   
   
9. You may pay your invoice using any of the following methods: credit card, check, or online payment.  
   
10. For the opening session of the women's leadership conference, the keynote speaker will be Angela Braly, president and CEO of WellPoint; the afternoon keynote speaker will be Lynn Elsenhans, president and CEO of Sunoco.  

Check your answers below.