Chapter 5 Mechanics of Writing

True/False

Indicate whether the sentence or statement is true or false.

____ 1. An indirect question is a statement that contains a reference to a question.
____ 2. A hyphen is a punctuation mark used after a direct question and after each part in a series of questions.
____ 3. An exclamation point is a punctuation mark that shows strong emotion.
____ 4. Writers should precede a coordinate conjunction in a compound sentence with a comma.
____ 5. An essential phrase or clause in a sentence is set off with commas.
____ 6. Writers should use a semicolon before a conjunctive adverb (moreover, nevertheless, however, consequently) that joins two independent clauses.
____ 7. Writers should use a semicolon to introduce a long quotation of more than two lines.
____ 8. A dash is a punctuation mark used to show a sudden change of thought.
____ 9. The writer should use quotation marks to enclose the titles of magazine articles and chapters in books.
____ 10. Parentheses should not be used to set off nonessential words, phrases, or clauses in a sentence.
____ 11. Apostrophes are used in nouns to indicate possession.
____ 12. Abbreviations should be used extensively in business writing to make the documents more informal.
____ 13. Writers should not capitalize the first word of a direct quotation.
____ 14. Numbers twenty and lower should be written in words.
____ 15. Use figures to express a mixed number (a whole number and a fraction) unless it appears at the beginning of a sentence.

Multiple Choice

Identify the letter of the choice that best completes the statement or answers the question.

____ 16. The punctuation mark used to signal the end of a declarative sentence is a
   a. comma  b. period  c. question mark  d. hyphen

____ 17. The punctuation mark used to signal the end of a sentence that makes an inquiry is a
   a. comma  b. period  c. question mark  d. hyphen

____ 18. The punctuation mark used after an expression that shows urgency or anger is
   a. a comma  b. a period  c. a question mark  d. an exclamation point
19.Which of the following is an internal punctuation mark used to separate items in a sentence?
   a. comma
   b. period
   c. question mark
   d. exclamation point

20. An appositive
   a. is a noun or phrase that renames a preceding noun
   b. may provide essential or nonessential information
   c. is always set off with commas
   d. both a and b

21. When items in a series contain commas, which mark should be used to separate items in the series?
   a. comma
   b. semicolon
   c. period
   d. hyphen

22. What punctuation mark is used between the hour and the minutes when expressing time?
   a. colon
   b. semicolon
   c. period
   d. hyphen

23. A dash can be used
   a. to indicate a sudden change of thought
   b. for emphasis instead of a comma
   c. to set off an explanation that provides examples
   d. all the above

24. A hyphen can be used
   a. to separate items in a series
   b. to signal the end of an abbreviation
   c. after prefixes in some words
   d. both a and c

25. Quotation marks can indicate
   a. a direct quotation
   b. a definition
   c. a question
   d. both a and b

26. A punctuation mark used in pairs to set off nonessential words, phrases, or clauses is the
   a. parenthesis
   b. quotation mark
   c. hyphen
   d. period

27. A punctuation mark used to indicate the omission of characters or possession is the
   a. hyphen
   b. semicolon
   c. apostrophe
   d. none of the above
28. Which of the following sentences uses abbreviations correctly?
   a. The meeting will begin at 9 am.
   b. Mrs Johnson and Mr. Perez will attend the play.
   c. Dr. May Chen will consult with the FBI on the case.
   d. She lives at 45 N. Main St.

29. To use correct capitalization
   a. capitalize the first word in a sentence only if the word is a noun
   b. capitalize the names of specific people
   c. do not capitalize names of family members used as proper nouns
   d. capitalize professional titles only when they come after a proper name

30. To use correct number expression
   a. use numerals to express indefinite amounts
   b. write numbers 11 and higher in numerals
   c. use numerals to express a number at the beginning of a sentence
   d. use words to express a day following a month

Matching

Match the terms to their definitions below.

a. abbreviation
b. appositive
c. declarative
d. direct address
e. hyphen
f. nonrestrictive element
g. period
h. question mark
i. quotation marks
j. restrictive element

31. A phrase or clause that gives information that is essential to the meaning of a sentence
32. A shortened form of a word or a group of words
33. Internal punctuation marks that indicate spoken words
34. The type of sentence that makes a statement
35. An external punctuation mark used after an inquiry
36. A noun or phrase that renames and refers to a preceding noun
37. An external punctuation mark used to signal the end of a declarative sentence
38. An internal punctuation mark used in forming some compound words
39. A phrase or clause that gives information that is not essential to the meaning of the sentence
40. Speaking directly to someone, usually calling the person by name
Chapter 5 Mechanics of Writing
Answer Section

TRUE/FALSE

1. ANS: T
2. ANS: F
3. ANS: T
4. ANS: T
5. ANS: F
6. ANS: T
7. ANS: F
8. ANS: T
9. ANS: T
10. ANS: F
11. ANS: T
12. ANS: F
13. ANS: F
14. ANS: F
15. ANS: T

MULTIPLE CHOICE

16. ANS: B
17. ANS: C
18. ANS: D
19. ANS: A
20. ANS: D
21. ANS: B
22. ANS: A
23. ANS: D
24. ANS: C
25. ANS: D
26. ANS: A
27. ANS: C
28. ANS: C
29. ANS: B
30. ANS: B

MATCHING

31. ANS: J
32. ANS: A
33. ANS: I
34. ANS: C
35. ANS: H
36. ANS: B
37. ANS: G
38. ANS: E
39. ANS: F
40. ANS: D