

Technical Editing**Chapter 11 Punctuation****Discussion and Application****1. Phrases and clauses**

Determine which of the following groups of words are phrases, which are clauses, and which combine a phrase with a clause.

genetic instructions	phrase
have recently determined	phrase
researchers have determined the cause	clause
on the bottom	phrase
in the event that the program crashes	phrase + clause

2. Sentence types

Identify the sentence type—simple, compound, complex, or compound-complex—for each of the following sentences.

¹Since 1974, thousands of papers have addressed the subject of ozone depletion. ²The first hard evidence that proved a problem existed did not surface until 1985; in that year, Dr. Joe Farman of the British Antarctic Survey team reported finding a hole in the ozone directly over Antarctica. ³In order to learn more about this Antarctic ozone phenomenon, scientists around the world have joined forces to create the National Ozone Expedition (NOZE). ⁴Each year since 1986, these scientists have braved the cold of Antarctica in order to study the ozone depletion patterns that occur there every spring.

sentence type	
1	Simple
2	Compound-complex
3	Complex
4	Complex

3. Sentence types and punctuation

Punctuate the sentences to clarify the structure of clauses and phrases within them. You may have to remove some punctuation as well as add other punctuation. Articulate the reason for each mark of punctuation you insert or the reason for deleting a mark. Edit the second (unshaded) sentence in each pair.

- a. Most of our studies have focused on the response of cultured mammalian cells to toxic inorganics such as cadmium, these in vitro studies benefit from the ease and definition with which cultured cells may be manipulated and from the absence of complicating secondary interactions that occur in vivo.

Most of our studies have focused on the response of cultured mammalian cells to toxic inorganics, such as cadmium; these in vitro studies benefit from the ease and definition with which cultured cells may be manipulated and from the absence of complicating secondary interactions that occur in vivo.

Explanation of changes	I changed the comma in the 2 nd line to a semicolon to support 2 independent clauses without a conjunction. I added a comma between "inorganics" and "such as" because that phrase is nonrestrictive in this instance.
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- b. Perhaps the greatest advantage of working with cultured cells however is that it is often possible to derive populations that vary in their response to the agents in question.

Perhaps the greatest advantage of working with cultured cells, however, is that it is often possible to derive populations that vary in their response to the agents in question.

Explanation of changes	I set off "however" with commas as it appears as part of the independent clause.
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- c. Because the mechanisms involved in cell damage or protection are often altered specifically in such cells; they provide tools invaluable to identification of these mechanisms and to a definition of their importance in the overall response of the cell.

Because the mechanisms involved in cell damage or protection are often altered specifically in such cells, they provide tools invaluable to identification of these mechanisms and to a definition of their importance in the overall response of the cell.

Explanation of changes	I changed the semicolon to a comma to join an introductory subordinate clause.
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- d. Other substances inhibit digestion of insects, alter insect reproduction to make it less efficient or interfere with insect development.

Other substances inhibit digestion of insects, alter insect reproduction to make it less efficient, or interfere with insect development.

Explanation of changes	I added a 2 nd comma between "efficient" and "or" to separate all items in the series (series comma).
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5. Parallelism, series, and compounds

Each of the following sentences contains faulty parallelism or a double compound punctuated as a series of three. The present punctuation and item structure do not accurately reveal the overall sentence structure. Punctuate and use parallel structure to clarify the relationship of the items. If you cannot determine the writer's meaning well enough to punctuate, write a query to the writer to elicit the necessary information.

- a. The rehabilitation center is raising funds to purchase Hydro-Therapy bathing equipment, wheelchairs, and to renovate the Hydro-Therapy swimming pool.

The rehabilitation center is raising funds to purchase Hydro-Therapy bathing equipment, to purchase wheelchairs, and to renovate the Hydro-Therapy swimming pool.

- b. The disease is typified by a delay in motor development, by self-destructive behavior, and it leads to death.

The disease is typified by a delay in motor development, by self-destructive behavior, and by death.

- c. The virus may cause AIDS, cancer, or even kill.

The virus may cause AIDS, cancer, or even death.

- d. The uniqueness of a bakery will provide customers with the variety they desire, while keeping the freshness and goodness they expect, and seeks to fill a gap that exists in the current market of Lake George.

The uniqueness of a bakery will provide customers with the variety, freshness, and goodness they both desire and expect; it also seeks to fill a gap that exists in the current market of Lake George.

- e. Every week, children in kindergarten through sixth grade walk down to our sites to receive help with their homework, nutrition education and a healthy meal.

Every week, children in kindergarten through sixth grade walk down to our sites to receive help with their homework, education in nutrition, and a healthy meal.

- f. The company offer special training for careers in accounting, data processing, sales managers and customer service representatives.

The company offers special training for careers in accounting, data processing, sales, and customer service.

7. Plurals and possessives

Which of these phrases require an apostrophe to show possession? **Turn on Track Changes.** Type in the needed apostrophes.

- scanning electron microscope's scan pattern
- two years' experience
- two years ago
- job's requirements [\(could also be jobs' requirements if they mean more than 1 job\)](#)
- requirements for the job
- its dimensional model
- joint's rotation
- Allison's Bistro
- Master's degree
- six months' budget
- policies' cash value
- employees' cafeteria

8. Internal sentence punctuation

Type in the punctuation in the following sentences, and explain why each change was necessary. **Turn on Track Changes** and select "Highlight on screen" to show where you have edited. Some sentences require more than one change. If the sentence is punctuated correctly, cite the principle that verifies its correctness.

- The copy center, like the check cashing service and the convenience store, would be open 24 hours each day.

Explanation	I added a closing comma to the interrupting phrase.
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- Harris-/3M offers a 36--month leasing plan. Ffor the proposed copiers for the center, the 6055 and the 6213. Lease costs would be \$702 per month, which includes maintenance.

Explanation	No additional spaces surrounding a /; remove period from between the main verb and its objects; added a comma to set off the last nonrestrictive phrase.
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- If the target goal of 36,000 copies per month billed at \$.045 is met, the equipment would pay for itself in 2.5 years—sooner if the monthly allowance is exceeded.

Explanation	Introductory phrase needs to be followed by a comma. An em dash interprets the significance of the primary information in the
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	sentence.
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- d. The fixed costs involved with this project, electricity, ventilation, and floor space, are not considered.

Explanation	A pair of commas set off an interrupting phrase, while an additional comma was added before the last item in the series.
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- e. There are two types of ultraviolet (UV) radiation: UV-A and UV-B. UV-A radiation, which is frequently used for tanning beds, is lower in energy (longer in wavelength) than UV-B; therefore, it is considered safer than UV-B radiation. Some experimenters, however, believe that UV-A is just as damaging as UV-B, although higher doses of UV-A are required.

Explanation	Semicolon changed to a colon to set up anticipation that the idea will be completed. Commas to indicate a nonrestrictive phrase. Semicolon and comma used to separate two independent clauses with a conjunctive adverb. Semicolon changed to a comma because it appears in a single clause. Final semicolon replaced with a comma to set off a nonrestrictive dependent clause.
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- f. Many theories about the depletion of ozone have been proposed, but at present, two main hypotheses are widely accepted: the chemical mechanism and the dynamic mechanism.

Explanation	Comma added before the second independent clause and its coordinating conjunction. Semi colon changed to a colon to set up explanatory phrase.
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- g. Chlorofluorocarbons (CFCs), such as the refrigerant freon, are very inert compounds; however, when CFCs drift into the upper atmosphere, ultraviolet light will activate them.

Explanation	Comma added at the beginning of the nonrestrictive phrase. Exchanged comma for semicolon before conjunctive adverb. Comma used to separate the introductory dependent clause from the independent clause.
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9. Compound terms and hyphenation

Determine whether the compound terms and modifiers in the following sentences should be hyphenated, solid, or open. Type in the necessary hyphens, using "Track Changes" to

reveal your editing.

Dictionary that you consulted	Merriam-Webster's Collegiate, 11 th ed.
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- a. While studying day-to-day read-outs from the Total Ozone Mapping Spectrometer, Dr. Boettger discovered that drastic depletions of ozone in a short period of time are not at all out of the ordinary.
- b. The manual includes step-by-step instructions.
- c. We took a multiple-choice exam.
- d. The grant requires a semi-annual progress report.
- e. Type the sub-headings left justified.
- f. The left-justified headings are not recognizable as level-one headings.
- g. The pipe is two meters long.
- h. The valves in the two-, three-, and four-meter pipes have corroded.
- i. Cross-fertilization joins gametes from different individuals. The parents may be different varieties or species.
- j. This text-book also serves as a reference book.

10. Punctuation and meaning

The following pairs of sentences differ only in punctuation. Explain the difference in meaning that results. Which is the more accurate statement?

- a. A style sheet is a list of the general style—spelling, capitalization, abbreviation, hyphens—and unfamiliar or specialized terms.

A style sheet is a list of the general style—spelling, capitalization, abbreviation, hyphens, and unfamiliar or specialized terms.

Explanation	The first statement indicates that a style sheet lists general style (with several examples), unfamiliar terms, and specialized terms. The second statement says that a style sheets lists the general style and then gives a list of examples. Since unfamiliar and specialized terms aren't style per se, I would think that the first statement is more accurate.
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- b. When you make an entry on your style sheet, write the page number of the first occurrence (or every occurrence if you think you may change the style later). You will then be able to check your choice in its context.

When you make an entry on your style sheet, write the page number of the first occurrence, or every occurrence, if you think you may change the style later. You will then be able to check your choice in its context.

Explanation	The first statement gives a general rule to mark just the first page
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	<p>number of something that needs to be on the style sheet. It then gives a possible exception. The second sentence is unclear because it leaves the reader wondering whether to mark every page or just the first page of an occurrence. The first sentence is more clear.</p>
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