

**Punctuation Quiz #3: Conjunctive Adverbs, Transitional Phrases,  
Dialogue, and Introductory Phrases (page 1 of 2)**  
**By Dr. Karen Petit**

The sentences in this exercise use at least one of these elements: conjunctive adverbs, transitional phrases, dialogue, and introductory phrases. An online handout has an overview of punctuation rules: [www.ccri.edu/writingcenter/pdfs/punctuation.pdf](http://www.ccri.edu/writingcenter/pdfs/punctuation.pdf).

For each sentence, circle a, b, or c to indicate the correct way to punctuate the sentence.

1. At night the employees were very tired however they were still working very hard.
  - a. At night, the employees were very tired, however, they were still working very hard.
  - b. At night the employees were very tired, however they were still working very hard.
  - c. At night, the employees were very tired; however, they were still working very hard.
2. The employees were very tired they still however were working very hard.
  - a. The employees were very tired, they still, however, were working very hard.
  - b. The employees were very tired; they still, however, were working very hard.
  - c. The employees were very tired, they still however were working very hard.
3. The store's employees were all helping the customers for example Jim was showing Joe how to replace the batteries in a camera.
  - a. The store's employees were all helping the customers, for example, Jim was showing Joe how to replace the batteries in a camera.
  - b. The store's employees were all helping the customers; for example, Jim was showing Joe how to replace the batteries in a camera.
  - c. The store's employees were all helping the customers, for example, Jim was showing Joe how to replace the batteries in a camera.
4. After reading letters from customers a new employee was supposed to write responses.
  - a. After reading letters from customers: a new employee was supposed to write responses.
  - b. After reading letters from customers; a new employee was supposed to write responses.
  - c. After reading letters from customers, a new employee was supposed to write responses.
5. Many grammatical errors were appearing as the employee was typing a response letter to the customer consequently the computer fixed a few of the errors.
  - a. Many grammatical errors were appearing as the employee was typing a response letter to the customer; consequently, the computer fixed a few of the errors.
  - b. Many grammatical errors were appearing as the employee was typing a response letter to the customer, consequently, the computer fixed a few of the errors.
  - c. Many grammatical errors were appearing as the employee was typing a response letter to the customer, consequently the computer fixed a few of the errors.

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6. Walking over to the new employee's desk the boss watched the employee read the letter noticed the many grammar errors and said You're fired.
  - a. Walking over to the new employee's desk, the boss watched the employee, read the letter, noticed the many grammar errors, and said, "You're fired."
  - b. Walking over to the new employee's desk, the boss watched the employee, read the letter, noticed the many grammar errors and said "You're fired."
  - c. Walking over to the new employee's desk: the boss watched the employee, read the letter, noticed the many grammar errors, and said, "You're fired."
  
7. According to my resume I'm a great worker. Also I have really great references. Why are you firing me?
  - a. "According to my resume, I'm a great worker. Also, I have really great references. Why are you firing me?"
  - b. "According to my resume: I'm a great worker. Also I have really great references. Why are you firing me?"
  - c. "According to my resume, I'm a great worker. Also: I have really great references. Why are you firing me"?"
  
8. You will not be able to send appropriate correspondence to our customers because your writing skills are so bad the boss said.
  - a. "You will not be able to send appropriate correspondence to our customers, because your writing skills are so bad," the boss said.
  - b. "You will not be able to send appropriate correspondence to our customers because your writing skills are so bad." the boss said.
  - c. "You will not be able to send appropriate correspondence to our customers because your writing skills are so bad," the boss said.
  
9. To improve my writing skills I'll need to take some writing courses.
  - a. "To improve my writing skills, I'll need to take some writing courses."
  - b. "To improve my writing skills; I'll need to take some writing courses."
  - c. "To improve my writing skills I'll need to take some writing courses".
  
10. While leaving the office the now ex-employee cried.
  - a. While leaving the office the now ex-employee cried.
  - b. While leaving the office, the now ex-employee cried.
  - c. While leaving the office; the now ex-employee cried.