

Solutions to Chapter 6 Checkpoint Questions

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1. What is the difference between terminal punctuation and internal punctuation?

Answer: Punctuation marks used at the end of a sentence are called terminal punctuation.
Punctuation marks used within a sentence are called internal punctuation.

2. List three types of terminal punctuation.

Answer: Periods, question marks, and exclamation points.

3. List seven types of internal punctuation.

Answer: Commas, dashes and parentheses, semicolons, colons, apostrophes, hyphens, and quotation marks.

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1. What does it mean to capitalize a letter?

Answer: To capitalize a letter means writing a letter in uppercase (B) rather than lowercase (b).

2. Which words should not be capitalized in a heading or title?

Answer: In a heading or title, do not capitalize articles or prepositions, coordinating conjunctions (*yet, and, but, for, or, and nor*), or parts of names that normally appear in lowercase (Hans von Luck).

3. What is a proper noun?

Answer: A proper noun is a word that identifies a specific person, place, or thing.

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1. How should the numbers one through nine be written?

Answer: In general writing, words should be used for the numbers one through nine.

2. Words are used for fractions. What else is needed?

Answer: If words are used for fractions, a hyphen must come between the words.

3. How should numbers 10 and greater be written?

Answer: In general writing, use figures for numbers 10 and greater.

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1. What is parallel structure?

Answer: Parallel structure is a method of writing in which similar elements are expressed in a consistent way or using the same pattern.

2. How can you create a parallel structure of words or phrases?

Answer: To create parallel structure, use the same word or phrase form for all items in a series of words or phrases.

3. How can you create a parallel structure of clauses?

Answer: To create a parallel structure of clauses, do not change the form of any clause in the series or change the voice of the verb.

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1. What is a homonym?

Answer: A homonym is a word that sounds the same as another word.

2. What should you do if you are uncertain of the meaning or correct usage of a word?

Answer: Consult a dictionary if you are uncertain of the meaning or correct usage of a word.