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.