

## Punctuation Questions

### Managing Your Finances

As a high school student you may already  
1  
know that managing money is a difficult but  
2  
necessary, task. As a part-time worker, you  
are possibly responsible for some personal  
expenses such as clothing, car payments  
and insurance, food, and entertainment.

Budgeting your money will help you live  
within your means spending only what we  
3  
can afford to spend is something we all need  
to learn to do.

Start by outlining your expenses, needs, and  
goals. How you expect to meet them. Plan  
4  
for short-range and long-range spending.

Learn to use credit wisely and be wary of  
5  
applying for the many unsolicited credit  
cards that are sent to you.

Directions: Refer to the passage on the right to answer the following questions:

1. Choose the grammatically correct choice below for the portion of the passage marked 1:
  - a. NO CHANGE
  - b. high school student, you may
  - c. high school student you may
  - d. high-school student--you may
2. Choose the grammatically correct choice below for the portion of the passage marked 2:
  - a. NO CHANGE
  - b. difficult, but necessary, task.
  - c. difficult but necessary task.
  - d. difficult; but necessary task.
3. Choose the grammatically correct choice below for the portion of the passage marked 3:
  - a. NO CHANGE
  - b. within your means; spending
  - c. within your means. Spending
  - d. within your means, spending
4. Choose the grammatically correct choice below for the portion of the passage marked 4:
  - a. NO CHANGE
  - b. and goals, and how you expect
  - c. and goals; how you expect
  - d. and goals and how you expect
5. Choose the grammatically correct choice below for the portion of the passage marked 5:
  - a. NO CHANGE
  - b. wisely; being wary of applying
  - c. wisely and warily applying
  - d. wisely, be wary of applying

## Grammar

I believe<sup>1</sup> that few people realize the importance of formatting business documents correctly. ¶¶ When the format of business documents are<sup>2</sup> executed correctly, errors in placement do not distract the reader. Popular reference manuals and keyboarding/document formatting textbooks contains<sup>3</sup> many samples of business letters. You may also use the enclosed sample letter for<sup>4</sup> a guide for formatting a business letter in block style. ¶¶ Janelle, I hope this information is helpful to you. If you would like more information on this topic, please let me know.

1. The correct grammar for #1 above is:
  - a. NO CHANGE
  - b. My belief
  - c. I believe is
  - d. I belief
  
2. The correct grammar for #2 above is:
  - a. NO CHANGE
  - b. is
  - c. has
  - d. should be
  
3. The correct grammar for #3 above is:
  - a. NO CHANGE
  - b. contain
  - c. contained
  - d. container
  
4. The correct grammar for #4 above is:
  - a. NO CHANGE
  - b. as
  - c. by
  - d. to

## Punctuation/Spacing Rules

Cortez Peters Jr.<sup>1</sup> an American world champion typist, set the typing world record on a one-minute timing by typing over two hundred net words a minute. His top gross words a minute speed was almost three hundred words a minute. How was he able to accomplish this speed?

To begin with his father was also a champion typist; he<sup>2</sup> was able to type almost one hundred words a minute; while<sup>3</sup> wearing royal blue mittens and typing on a Royal manual typewriter. It was just amazing to watch and hear the rhythm that these old machines produced. The senior Peters established business schools in Washington Baltimore and Chicago.<sup>4</sup> These schools trained thousands of students before closing approximately thirty years ago.

1. The correct grammar/punctuation for #1 above is:
  - a. NO CHANGE
  - b. Cortez Peters Jr.,
  - c. Cortez Peters, Jr.,
  - d. Cortez Peters, Jr.
2. The correct grammar/punctuation for #2 above is:
  - a. NO CHANGE
  - b. typist he
  - c. typist, he
  - d. typist (he
3. The correct grammar/punctuation for #3 above is:
  - a. NO CHANGE
  - b. minute while
  - c. minute while
  - d. minute while
4. The correct grammar/punctuation for #4 above is:
  - a. NO CHANGE
  - b. Washington, Baltimore and Chicago.
  - c. Washington Baltimore, and Chicago.
  - d. Washington, Baltimore, and Chicago.

## Number Rules

Three weeks ago, forty-five students from the local FBLA chapter attended the state FBLA Competition in Decatur, Illinois. Over two-hundred and fifteen thousand students are members in this national organization. The state of Illinois has over 80 active chapters and over 3,000 paid professional members. FBLA-PBL is the largest business career student organization in the world. Over 11,000 advisers sponsor FBLA-PBL for grades five-college. Exclusive membership and career recognition programs are designed for each division to provide additional personal and chapter development opportunities.

1. The correct grammar for #1 above is:
  - a. NO CHANGE
  - b. 3 weeks ago, forty-five students
  - c. Three weeks ago, 45 students
  - d. 3 weeks ago, 45 students
2. The correct grammar for #2 above is:
  - a. NO CHANGE
  - b. Over 215,000
  - c. Over 200 and 15 thousand
  - d. Over 215,000 thousand
3. The correct grammar for #3 above is:
  - a. NO CHANGE
  - b. Over eighty active chapters and over three thousand paid
  - c. Over 80 active chapters and over three thousand paid
  - d. Over eighty active chapters and over 3000 paid
4. The correct grammar for #4 above is:
  - a. NO CHANGE
  - b. Over eleven thousand advisers sponsor FBLA-PBL for grades 5-college
  - c. Over 11 thousand advisers sponsor FBLA-PBL for grades five-college
  - d. Over 11,000 advisers sponsor FBLA-PBL for grades 5-college

## Capitalization Rules

My Uncle, Joseph Fitz, Jr., just returned from New York City. Uncle Joe stayed in  
a midtown Manhattan hotel, right in the middle of all the excitement of Times  
Square, The Theater District, and Rockefeller Center. He had Broadway  
Tickets to see Radio City Christmas show featuring the Rockettes at the Radio  
City Music Hall. He visited the Empire State Building Observatory and  
Rockefeller Center. His favorite sites were the Museum of Natural History and  
the Metropolitan Museum of Art.

1. The correct capitalization for #1 above is:
  - a. NO CHANGE
  - b. My uncle, Joseph Fitz, Jr.,
  - c. My uncle, Joseph Fitz, jr.,
  - d. My Uncle, Joseph Fitz, jr.,
2. The correct capitalization for #2 above is:
  - a. NO CHANGE
  - b. uncle Joe stayed in a Midtown Manhattan hotel
  - c. Uncle Joe stayed in a Midtown Manhattan Hotel
  - d. uncle Joe stayed in a midtown manhattan hotel
3. The correct capitalization for #3 above is:
  - a. NO CHANGE
  - b. broadway tickets to see radio city Christmas show featuring the Rockettes
  - c. broadway tickets to see Radio City Christmas show featuring the Rockettes
  - d. Broadway tickets to see Radio City Christmas Show featuring The Rockettes
4. The correct capitalization for #4 above is:
  - a. NO CHANGE
  - b. empire state building observatory and rockefeller center
  - c. Empire State building observatory and Rockefeller center
  - d. Empire State Building Observatory and Rockefeller Center