**Commas and Semicolons Worksheet**

 Name, Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All the commas and semicolons have been omitted from the following sentences.  Each number contains one or two sentences which may have one or more commas or semicolons missing.  Some of these omissions may be correct.  Insert the commas and semicolons where needed.

1.   My English teacher is so strict!  At the beginning of the quarter she said “If you miss three classes you will get an F.”

2.   During my summer vacation I went to the beach.  My favorite beach activities are swimming scuba diving parasailing and jet skiing.

3.   Georgia Southern is a great school but I wish Statesboro were a bigger town!  On the weekends there is nothing to do.

4.   Although Lucretia is an excellent hostess she was somewhat nonplussed when she stumbled down the stairs falling face-first into the clam dip.

5.   I told my friend whose name is Anne that I have homework to do therefore I must leave the play early.  She understood but she was sad that I was going to miss the last act.

6.   Jan my best friend cannot go to the movies with us.  Her mother said “Young lady you aren’t going anywhere until you clean up your room!”

7.   I want a cute brown puppy but my mother won’t let me have one.  She says that puppies are noisy messy and loud.

8.   I like basketball better than football because basketball is more exciting and fast-paced than football.

**Instructions:**
Insert commas and semicolons in the sentences below. Underline each main verb twice and each subject once. Also indicate the reason for the comma or semicolon; look for the following kinds of commas and semicolons:

|  |  |
| --- | --- |
| Comma Conjunction: | CONJ |
| Semicolon No Conjunction: | NC |
| Comma Parenthetical: | PAR |
| Semicolon Bridge: | BR |

1. Trisha went to the conference and she made some good business contacts.

2. Mitchell had told Trisha about the conference he could not attend it.

3. Trish therefore collected materials for him.

4. Mitchell was impressed that Trisha remembered him and he graciously thanked her.

5. The accounting department issued budget guidelines the finance committee agreed.

6. Alexi completed her budget last week I will complete mine this week.

7. The meeting was cancelled but we were not informed.

8. My time was blocked out for the meeting so I worked on my budget instead.

9. Jim prefers to skip formalities however his manager prefers a conservative approach.

10. Susan liked our proposal unfortunately she was not in the meeting to support it.

11. The committee did not accept our proposal therefore we are not part of the project.

12. The contract states that we can make another bid in 60 days however we may not submit one.

13. We are considering other options their firm is not the only one accepting bids.

14. I therefore will compile a list of potential clients you can assist me with the list.

15. McDermott worked on that project last year he will recommend us.

16. The opportunities are available now consequently we should use our time wisely.

**KEY TO SEMICOLON WORKSHEET 1**

1. Trisha went to the conference, and she made some good business contacts. (CONJ)

2. Mitchell had told Trisha about the conference; he could not attend it. (NC)

3. Trish, therefore, collected materials for him. (PAR)

4. Mitchell was impressed that Trisha remembered him, and he graciouslythanked her. (CONJ)

5. The accounting department issued budget guidelines; the finance committeeagreed. (NC)

6. Alexi completed her budget last week; I will complete mine this week. (NC)

7. The meeting was cancelled, but we were not informed. (CONJ)

8. My time was blocked out for the meeting, so I worked on my budget instead. (CONJ)

9. Jim prefers to skip formalities; however, his manager prefers a conservative approach. (BR)

10. Susan liked our proposal; unfortunately, she was not in the meeting to support it. (BR)

11. The committee did not accept our proposal; therefore, we are not part of the project. (BR)

12. The contract states that we can make another bid in 60 days; however, we may not submit one. (BR)

13. We are considering other options; their firm is not the only one accepting bids. (NC)

14. I, therefore, will compile a list of potential clients; you can assist me with the list. (PAR), (NC)

15. McDermott worked on that project last year; he will recommend us. (NC)

16. The opportunities are available now; consequently, we should use our time wisely. (BR)