

# PUNCTUATION AND WORD USE FOR SCOPISTS QUIZ WORKBOOK

*Note: When taking the quiz for each chapter, you should concentrate on using the punctuation studied in the corresponding chapter. There is often more than one correct way to punctuate, but we want you to learn the rules for all the different punctuation forms. When you begin editing, you can ascertain your client's preferences and edit accordingly.*

## QUIZ 1

### Periods and Question Marks

**Correct the following sentences according to Morson's English Guide.**

1. please state your name and spell it for the court reporter
2. would you state your name for the record please
3. okay all right lets move on to another question
4. just before he died he said please watch over my kids after I'm gone
5. why did you tell me you completed your homework if you didn't
6. its true isn't it that you had two ounces of cocaine in your car
7. who were you referring to by the word pig

**Choose the sentences that are properly punctuated.**

8. a. Objection to form, vague and ambiguous.  
b. Objection to form. Vague and ambiguous.  
c. Objection to form; vague and ambiguous  
d. Objection to form, vague, and ambiguous.
9. a. My question was why you didn't appear at the hearing.  
b. My question was, why you didn't appear at the hearing?  
c. My question was why you didn't appear at the hearing?  
d. My question was, why you didn't appear at the hearing.
10. a. You lied, under oath, in front of the grand jury, isn't that the truth?  
b. You lied under oath, in front of the grand jury; isn't that the truth?  
c. You lied under oath in front of the grand jury. Isn't that the truth?  
d. You lied under oath in front of the grand jury. Isn't that the truth.

11.
  - a. Didn't you ask the officer, "What are you arresting me for"?
  - b. Didn't you ask the officer what are you arresting me for?
  - c. Didn't you ask the officer, "What are you arresting me for?"
  - d. Didn't you ask the officer, "What are you arresting me for."?
  
12.
  - a. You told me you were going to your aunt's house -- isn't that right? -- when I stopped you on the street.
  - b. You told me you were going to your aunt's house, isn't that right, when I stopped you on the street?
  - c. You told me you were going to your aunt's house. Isn't that right? When I stopped you on the street.
  - d. You told me you were going to your aunt's house -- isn't that right -- when I stopped you on the street?

## QUIZ 2

### Semicolons and Colons

Correct the following sentences according to *Morson's English Guide*.

1. her prom dress was a soft blue it fit her perfectly
2. he quoted me the rule from the statute I didn't see the relevance
3. we were in hawaii for two weeks but it rained constantly
4. I have in my file three letters between you and ms connor the first is dated may15 2000 the second july 17 2000 and the third january 12 2001
5. when I redecorated I chose a burgundy leather couch an indian blanket rug in burgundy and green and an overstuffed chair in green and it coordinates perfectly
6. the criteria for becoming a deputy sheriff are (a) that you have no criminal record (b) that you can pass a basic intelligence test (c) that you interview well before the board
7. On my shopping spree I bought a red shirt a pair of jeans some lingerie and a pair of tennis shoes
8. my goals for tonight are as follows one eat dinner two take a shower three call my sister and four go to bed early
9. we live in lolo montana my mother in spokane washington
10. we built this house ten years ago on a 10 acre piece of land we are still happy with the house and the location
11. James said that he thought the word weird described our family I'm not sure why
12. I want to buy the following new appliances a refrigerator a stove an oven and a dishwasher
13. I would like to make the following plea would the kidnapper please let angelina talk to her parents so that they know she's all right
14. one of edgar allen poe's most famous lines is quoth the raven nevermore
15. the court please raise your right hand and be sworn
16. Q. mr smythe I will read to you from your deposition page 26 lines 14-16 question who were the people who burglarized the bartells house with you answer rodney moran glen schwanke and lisa bulworth
17. I don't know what he meant by the word attractive I thought she was homely
18. I keep the following in my desk drawer a pair of scissors tape stamps pens and pencils and labels

**Punctuate the following sentences as indirect questions, then punctuate the same sentences as direct questions to show more emphasis:**

19. my question is who was with you  
my question is who was with you
20. I asked you previously in the deposition what time did you arrive at stacys  
I asked you previously in the deposition what time did you arrive at stacys

## QUIZ 3

### Commas

Correct the following sentences according to *Morson's English Guide*.

1. I don't want to have to buy a bigger clothing size but I find it very difficult to diet
2. Q. Were you at the subject property on the night of July 5th  
A. Yes I was.
3. He was a very tall well-built good-looking fellow
4. During July we go to the lake as much as possible
5. I went to college for six years but I never graduated
6. Now Mrs Smith please put an X on the diagram where your vehicle ended up
7. If Sally gets here on time and brings her salad we'll be set if she arrives late and forgets her salad we'll have to think of something else
8. Would you please turn out the lights
9. Mrs Jordan was an intelligent caring teacher
10. I started college in September 1969
11. He sent me a letter on April 4 2001 and I wrote him back immediately
12. My duties at the firm were to answer the phone greet visitors type letters do filing et cetera all for 8 dollars an hour
13. The law governing this assembly can be found in article IV section 4 which can be found at page 20 paragraph 3
14. Happily I found my wedding ring under the dresser
15. Now is the time for all good men to come to the aid of their country
16. Q. Did you get to work late  
A. Yes there was an accident on the freeway that stopped traffic for over an hour
17. Don't tell me you'll be at my party unless you intend to come
18. We decided to go out out of sheer boredom
19. We have a Chevy suburban a Ford pickup and a four-wheeler
20. Janice disappointed with her visit at my mother's said she wouldn't go there her next weekend off

## QUIZ 4

### Dashes and Quotation Marks

**Correct the following sentences according to *Morson's English Guide*.**

1. A. I told you I paid him  
Q. \$3,000
2. When we went to court we were there by ten o'clock nine o'clock and our hearing started at ten o'clock.
3. I like the movie a river runs through it but I like the book even more.
4. Do good to them who spitefully use you is a quote from the bible
5. We visited a little ghost town what was the name of that in montana
6. The jury finds that the defendant is and I'm looking at the verdict form guilty as to counts 1 and 3
7. You testified yes I stole the car but and then you never finished your sentence
8. Q. didn't you swear under oath  
A. that's none of your business  
Q. that you hadn't seen alice for a week
9. John said I will be going away to college in a couple of weeks so I wanted to say goodbye
10. I will really miss you I replied and I will try to call often
11. Well how did you get into the house I asked I didn't see you go past me
12. Ty said that he would balance the check book if I wanted him to
13. Todd said I went to college for four years I'm not going to work for minimum wage
14. Your answer is I use the word implement to mean to bring to fruition
15. When you say you were top dog at the garage explain what you mean by that
16. When I said the phrase too little too late she knew what I meant
17. How do you define the word incorrigible
18. When you described mr adams to the staff you used the word nincompoop isn't that correct
19. Weren't your instructions to your secretary do not take mr arnolds calls
20. Josie wrote a great article entitled my worst day of court reporting

## QUIZ 5

### Parentheses, Apostrophes, and Hyphens

Correct the following sentences according to *Morson's English Guide*.

1. Do you like the music of the 70s and 80s
2. I dont plan to attend the convention and Im not going to say Ill do it if Im not sure
3. My mom used to always use the expression til the cows come home
4. Two common abbreviations on medical records are prns and npos
5. The radio man sent SOSs all night
6. We searched for two hours for Luis Perezs dog
7. Iriss yard is beautiful in the spring
8. It is good for our country when the peoples support is behind our president
9. Lets mark this as plaintiffs exhibit 1 on behalf of the plaintiffs in this case
10. Two of my grandmas favorite expressions were for Petes sake and for goodness sake
11. Cathy and Adams apartment is small but cute

Punctuate the next sentence as though the plaintiff and defendant are singular:

12. The defendants car rearended the plaintiffs car at an intersection

Correct the following parenthetical expressions:

13. the record was read
14. recess taken

Place an X under "correct" or "incorrect" for each of the following phrases:

**Correct    Incorrect**

15. bring us up-to-date
16. 6-or-7-year-old child
17. he is very well-known
18. attorney-client privilege
19. hot-cold relationship
20. do-unto-others-before-they-do-unto-you attitude
21. hand-make the pottery
22. want/want-not seasons
23. 2-x-4 board
24. gut-wrenching decision
25. go water-skiing on a water ski

## QUIZ 6

**Underline the correct choice in the following sentences. Choices are marked in blue and separated by a red slash.**

1. Crystal has been in college for 4/four years.
2. We have a quarter of a million/1/4 million troops in the Gulf Region.
3. John negotiated for two-thirds/2/3 ownership of the business.
4. I need 100/one hundred feet of 5/8/five-eighths-inch trim.
5. The interest rate on CDs has dropped to 5 1/8/five and one-eighth percent.
6. Tim could only eat half/1/2 a pie in the pie-eating contest.
7. The declaration of independence was signed on 4 July 1776/4July, 1776.
8. The courthouse is located at One/1 judicial avenue.
9. Eight/8:00 a.m. is when I am supposed to be at the office.
10. Why don't we meet at Paddy's for breakfast at eight/8:00.
11. We weren't able to begin court until seven forty-five/7:45.
12. Chalk 1 hit the ground in Rwanda at 08:30:15/083015.
13. Our living room is 15 by 20/15 x 20 feet.
14. Cathy weighed seven-six and a half ounce/7 6 1/2 ounce.
15. Membership in our club was 20 percent/20% higher this year than last.

**Correct the following sentences according to *Morson's English Guide*.**

1. Many people recognize the creation of adam from Michelangelo's painting on the ceiling of the sistine chapel
2. Let me read from your answer to interrogatories.
3. The officer assigned to our case was detective mills
4. Get control of your client counselor or I will find you both in contempt of court
5. My uncle jack has worked in the public works department of the City of Seattle for 20 years
6. Jack received an award from the city for longevity
7. A landmark case in the us is Rowe versus Wade
8. Three hundred years ago the spanish and the english ruled the world
9. My rank was an e 3 when I was discharged from the army
10. Did mary win election to the school board
11. Lets look at article iii section 12 rule 2(a) of the amendments
12. We pray thee god our father to protect our nation
13. The former united soviet socialist republic has divided into russia and several smaller states
14. Paul accidentally turned off the new jersey turnpike onto interstate 20 then turned again onto highway 12
15. Our firm bought all its computers from the dell company

## QUIZ 7

**Correct the following sentences according to *Morson's English Guide*.**

1. Our sheriff felt that swat team sounded too aggressive so he changed the name of our unit to the special response team or srt.
2. Justin said his email address was slyboy at email dot net.
3. We sent her the package cod through fed ex.
4. Dane Edwards junior has been in quite a bit of trouble with the law.
5. David Trotter phd got his doctorate at Georgetown Univeristy.
6. Our family doctor is dr Ned Vasquez our dentist is John Grayson dds.
7. In harris versus larken the court ruled that the contract was not legally binding.
8. I believe that statement appears in exhibit number 324.
9. My supervisor and I haven't gotten along since day 1.
10. We have three radio stations in our town kgle kgvo and kylt.
11. Tom and Rita's baby died of sids.
12. We have had the same zip code for the past ten years.
13. Do you know how the court found in novak versus alderson
14. We were really curious what the verdict would be in mahler.
15. We knew most of the defendants in capstan et al.
16. I've always enjoyed reading readers digest and good housekeeping.
17. The witness said she didn't know what the attorney meant by the words aiding and abetting.
18. How would you define the word aggressive.
19. Danny used the word zorgs for people he didn't like.
20. The pledge of allegiance says I pledge allegiance to the flag of the united states one nation under god.
21. The significance in the star spangled banner of the words gave proof through the night that the flag was still there was as long as the flag flew fort mchenry had not fallen to the british.
22. I did my best so.
23. Elvis Presley is the quote unquote king of rock and roll.
24. Mitchell is the president ceo of inteligenics international.

**Correctly paragraph and punctuate the following sentences:**

25. I asked Joey where did you get that car he said I bought it from a guy I know at school I said did you get a bill of sale he said no I said how do you know the car isn't stolen.
26. There are four steps to incorporating ones business 1. register the corporation name with the secretary of state 2. contact the irs to get tax information and be assigned a tax id 3. fill out and register your articles of incorporation 4. in some states you must register for business and operations taxes.

**Fill in the letter of the corresponding definition:**



**Letter**

- |                                      |       |                 |
|--------------------------------------|-------|-----------------|
| 27. dog, house, man, book            | _____ | A. pronouns     |
| 28. ran, went, saw, ate, did         | _____ | B. nouns        |
| 29. quickly, sometimes, today, often | _____ | C. adjectives   |
| 30. he, your, I, ours                | _____ | D. verbs        |
| 31. on, under, beneath, into         | _____ | E. prepositions |
| 32. hot, big, red, expensive         | _____ | F. conjunctions |
| 33. and, but, or, because            | _____ | G. adverbs      |