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**PUNCTUATION GUIDELINES FOR THE CSR EXAMINATION**

**This is a guideline on how the CSR examination will be graded. It is not comprehensive as to all potential punctuation errors. These items include but are not limited to:**

**Periods and Question Marks**

## A. Omitted terminal punctuation

*How fast was he going\_* (1 error)

*He was alone at the time\_* (1 error)

*She worked nearby\_ She worked for her dad.* (1 error)

## B. Omitted question mark in an obviously interrogative sentence

*How fast was he going?* (no error)

*How fast was he going\_* (1 error)

(Question marks with command forms or polite requests will not be counted either way.)

*Would you give me the names.* (no error)

*Would you give me the names?* (no error)

**Run-on (and comma splice) Sentences**

## A. Omitted punctuation between two independent clauses ( . or ; )

*I did not see him\_ he was not there.* (1 error)

*She was injured\_ he tried to help her.* (1 error)

## B. Inserted comma (instead of . or ; ) between two independent clauses where there is no conjunction

*I have some doubts about him\_ he always lies.* (1 error)

*He was at work\_ that is all I know.* (1 error)

C. Omitted punctuation in tag clauses (with right, true, and correct)

*He arrived later\_ is that correct?* (1 error)

(As long as some mark of punctuation is inserted, there will be no error counted.)

*He arrived later. Is that correct?* (no error)

*He arrived later; is that correct?* (no error)

*He arrived later, is that correct?* (no error)

- D. Omitted period in abbreviations where there is absolutely no choice

*Mr\_ Nelson sent it to me. (1 error)*  
*I saw him with Mrs\_ Conrad. (1 error)*  
*He was referred to Dr\_ Henry. (1 error)*

### **Apostrophe**

- A. If the noun is singular, add apostrophe S.

*Girl, the girl's dress*  
*Mr. Greenfield, Mr. Greenfield's office*  
*Mr. Hess, Mr. Hess's car*

If the singular noun ends in S, it is also acceptable (but not recommended) to simply add the apostrophe.

- B. If the noun is plural and does not end in S, add apostrophe S.

*Children, children's room*  
*BUT - the Joneses, the Joneses' yard*

### **Commas**

- A. Omitted commas in a series (3 or more items) of words or phrases.

*The names of the girls who attended the ball were Lisa Jones, Maria Smith, and Louise Brown. (no error)*

*The names of the girls who attended the ball were Lisa Jones\_ Maria Smith, and Louise Brown. (1 error)*

*His main duties were to pump gas, to check the oil, and to wash the windshield. (no error)*

*His main duties were to pump gas\_ to check the oil, and to wash the windshield. (1 error)*

The comma before the conjunction or connector will be considered optional and not counted as an error if left out.

### **Dashes**

- A. Omitted dash or dashes in a broken sentence structure (sudden changes in thought or unfinished thought).

*Did you see the individual making the -- except for the day of the accident, had you seen the defendant before? (no error)*

*Did you see the individual making the, except for the day of the accident, had you seen the defendant before? (1 error)*