

Part VI: Mechanics and Spelling

The “Online Exercises” icon in Part VI of the handbook refer to the following exercises.

Exercise 55 (1): Hyphenation (see section #60k)

What does your dictionary say about the following? Should they be two separate words, hyphenated, or one unhyphenated word? (As an experiment, look some of them up in more than one dictionary; you’ll likely find differences.)

1. duty free
2. terror alert
3. half life
4. half moon
5. home stretch
6. long time
7. time out
8. world war
9. world wide
10. world weary

Exercise 55 (2): Hyphenation (see #60k)

Insert hyphens wherever they are needed in the following sentences. Consult your dictionary if necessary.

1. The ferry is thirty two and one quarter metres long.
2. The all Canadian team proved too much even for the ex champions.
3. The cold hearted vice president took up motor racing instead of profit sharing.
4. Is that an old fashioned and beautifully made antique salt cellar I see in your china cabinet?
5. The three tough looking youths were set to dish out some abuse.
6. I watched an interesting two hour documentary about a diamond smuggling operation.

7. Avoid the scatter shot approach when writing a complaint email to part time employees.
8. The long lived queen has been a full time ruler from an early age.
9. She is looking for either full or part time work near the centre of town.
10. The children gazed in wide eyed wonder at the strangely dressed magician's tricks.
11. After being declared the runner up to the winner of the contest, Jacob was happy to accept his prize and enjoy his once in a lifetime moment in the spotlight.
12. The news report featured the story of a kind hearted Great Dane that had rescued an eight month old kitten.
13. The soon to be graduate tried hard to focus on her last exam while looking forward to beginning her cross Canada road trip.

Exercise 56: Plurals (see section #60-l)

Write the plural form of each of the following nouns. Then check your dictionary to see if you are right.

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|-----------------|-------|----------------|-------|
| 1. aide-de-camp | _____ | 15. museum | _____ |
| 2. alley | _____ | 16. octopus | _____ |
| 3. bonus | _____ | 17. ox | _____ |
| 4. bus | _____ | 18. plateau | _____ |
| 5. cloverleaf | _____ | 19. radius | _____ |
| 6. embargo | _____ | 20. serf | _____ |
| 7. fifth | _____ | 21. society | _____ |
| 8. fish | _____ | 22. solo | _____ |
| 9. fly-by | _____ | 23. speech | _____ |
| 10. gloss | _____ | 24. staff | _____ |
| 11. goose | _____ | 25. territory | _____ |
| 12. handful | _____ | 26. phenomenon | _____ |
| 13. mongoose | _____ | 27. wife | _____ |
| 14. mosquito | _____ | 28. yellow | _____ |

Exercises 57: Apostrophes to Indicate Omissions (see section #60m) / Possessives (see section #60n)

Insert apostrophes where necessary in the following sentences.

1. I dont know whether this book is hers, but theres no doubt its a handsome one and its value has increased since the 1930s.
2. Clearly he doesnt know whats going on: itll take him a weeks study to catch up.

3. Our end-of-term reports are ready but well have to revise them.
4. It isnt the resumé that will get the job but whom you know that will count.
5. Bonnies guess is closer than Jesss, but the jars full and accurate count of beans wont be verified till Monday.
6. The professors comments about Richs paper pointed out its errors.
7. I have two years experience in working with apostrophe problems.
8. It doesnt matter whether one wins or loses but how one plays the game.
9. When all the cars alarms started, the Joness neighbours had to shut their windows.
10. The Canadians approach to traffic is to stop for Canada geese and other passersby.
11. Her research paper was based on an idea of Amirs, but she took an original view and the paper was evaluated on its own merits.
12. The suns rays shone through the window and woke the puppy from its deep sleep.
13. The childrens playground is in danger of closing; unless its equipment is repaired soon, its going to be closed on October 1.
14. The Smiths home has the best Halloween decorations on the street. Its a popular destination for all the local children who love its scary creatures and eerie music.
15. The latest of the authors books is on sale at our local bookstore. Because the books story takes place in our city, the bookstore is featuring the book along with a photograph of the author in its window.

Exercise 58: Possessives (see #60n)

In the following sentences, supply any missing apostrophes and correct any instances of their misuse and any associated errors.

1. Childrens toys are often made in countrys where the children do not play because theyre working.
2. He was taken aback by the spectacle of the St. Vituss Dance.
3. The two main characters are each others foils.
4. He acted without a moments hesitation.
5. We will meet again in three weeks time.

6. Have you read Herman Hess's *The Glass Bead Game*?
7. If its to perform it's duties properly, the committees agenda needs to undergo numerous changes.
8. You can buy boys and girls swim suits in many of the local malls shops.
9. The Harriss came to dinner.
10. When someone misuse's apostrophes's, it shows they dont understand the rules'.
11. Theirs' was a message of hope for those struggling with issues relating to alcoholism and it's consequences.
12. The presidents speech surprised some of the committees' members who had not been aware of his intention to retire.
13. Eileen loved the Peterson's home and the warm welcome she always received from the family.
14. Markuss' writing was known for it's ability to entertain and engage readers.
15. In Shakespeares' plays, soliloquys play an important role in revealing his character's thoughts, emotions, and their opinions about other character's.