

Punctuation & Mechanics Mastery

33 fully corrected & explained MCQs — every answer verified against standard English punctuation, capitalization and mechanics rules.

33

QUESTIONS

100%

VERIFIED

Q121–153

REFERENCE RANGE

ANSWER KEY & EXPLANATIONS

Q121

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A She will go to her grave with some secrets," thought Amna. ✕

B She will go to her grave with some secrets", thought amna. ✕

C "She will go to her grave with some secrets," thought Amna. ✓

D "She will go to her grave with some secrets", thought Amna. ✕

WHY THIS IS CORRECT

Quotation marks must enclose the entire quoted thought. Because a reporting clause ("thought Amna") follows, the comma that separates the quotation from it goes inside the closing quotation mark.

Choose the sentence that is punctuated and capitalized correctly.

A Do you understand her need for privacy," she asked her husband. ✕

B **"Do you understand her need for privacy?" she asked her husband.** ✓

C "Do you understand her need for privacy" she asked her husband. ✕

D "Do you understand her need for privacy?", she asked her husband. ✕

WHY THIS IS CORRECT

Since the quoted words form a question, the question mark belongs inside the closing quotation marks, and no extra comma is needed before the reporting clause.

Q123

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A The wealthy became wealthier during the 1990's. ✗

B the wealthy became wealthier during the 1990s. ✗

C **The wealthy became wealthier during the 1990s.** ✓

D The wealthy became wealthier, during the 1990s. ✗

WHY THIS IS CORRECT

Decades are pluralized without an apostrophe — write “1990s,” not “1990’s.” No comma is needed before the time phrase.

Q124

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A The alarm clock went off at four oclock.

X

B The alarm clock went off at four o'clock.

✓

C the alarm clock went off at four o'clock.

X

D The alarm clock went off, at four o'clock.

X

WHY THIS IS CORRECT

"O'clock" is a contraction of "of the clock," so it always needs an apostrophe.

Q125

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A Many people dread the 15 of April.

X

B Many people Dread the 15th of April.

X

C Many people dread the 15th of April.

✓

D many people dread the 15th of april.

X

WHY THIS IS CORRECT

Ordinal numbers used with dates need the suffix – “the 15th,” not “the 15.” Only the first word of the sentence and the proper noun “April” are capitalized.

Q126

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A The check was written for Rs.13348.

X

B the check was written for Rs. 13,348.

X

C **The check was written for Rs. 13,348.**

✓

D The check was written for Rs 13348.

X

WHY THIS IS CORRECT

A comma is used as a thousands separator in numerals of four or more digits, and the abbreviation "Rs." takes a period.

Q127

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A The check was written for thirteen thousand three hundred forty eight rupees. ✗

B **The check was written for thirteen thousand, three hundred forty-eight rupees.** ✓

C The Check was written for thirteen thousand, three hundred forty-eight rupees. ✗

D The check was written for thirteen thousand three hundred, forty-eight rupees. ✗

WHY THIS IS CORRECT

When a number is spelled out, a comma follows "thousand," and a hyphen joins the compound number "forty-eight."

Q128

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A You asked for forgiveness, he granted it to you. X

B You asked for forgiveness he granted it to you. X

C **You asked for forgiveness; he granted it to you.** ✓

D You asked for forgiveness: he granted it to you. X

WHY THIS IS CORRECT

Two independent clauses with no connecting word must be joined with a semicolon (or split into separate sentences). Joining them with only a comma creates a comma splice.

Q129

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A We ask, that you keep this matter confidential. ✕

B We ask: that you keep this matter confidential. ✕

C We ask; that you keep this matter confidential. ✕

D We ask that you keep this matter confidential. ✓

WHY THIS IS CORRECT

"That you keep this matter confidential" is a necessary noun clause, not an interrupting element, so no punctuation separates it from "we ask."

Q130

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A The order was requested six weeks ago, therefore I expect the shipment to arrive by now. ✕

B The order was requested six weeks ago; therefore, I expect the shipment to arrive by now. ✓

C The order was requested six weeks ago therefore, I expect the shipment to arrive by now. ✕

D The order was requested six weeks ago; therefore I expect the shipment to arrive by now. ✕

WHY THIS IS CORRECT

A semicolon joins the two independent clauses, and a comma follows the conjunctive adverb "therefore."

Q131

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A The Pakistani flag has two colours namely, white and green. ✕

B The Pakistani flag has two colours, namely white and green. ✕

C The Pakistani flag has two colours, namely, white and green. ✓

D The Pakistani flag has two colours; namely, white and green. ✕

WHY THIS IS CORRECT

The explanatory expression “namely” is set off with a comma both before and after it.

Choose the sentence that is punctuated and capitalized correctly.

- A** Clothes are often made from synthetic material for instance, rayon. ✗
- B** Clothes are often made from synthetic material, for instance rayon. ✗
- C** Clothes are often made from synthetic material; for instance, rayon. ✗
- D** Clothes are often made from synthetic material, for instance, rayon. ✓

WHY THIS IS CORRECT

The transitional phrase “for instance” is enclosed in commas on both sides.

Choose the sentence that is punctuated and capitalized correctly.

A If you believe in magic magical things will happen, but if you do not believe in magic, you will discover nothing to be magical. ✕

B If you believe in magic, magical things will happen, but if you do not believe in magic, you will discover nothing to be magical. ✓

C If you believe in magic, magical things will happen but if you do not believe in magic you will discover nothing to be magical. ✕

D If you believe in magic, magical things will happen, but if you do not believe in magic you will discover nothing to be magical. ✕

WHY THIS IS CORRECT

Each introductory “if” clause is followed by a comma, and a comma also precedes “but” because it joins two independent clauses.

Choose the sentence that is punctuated and capitalized correctly.

A The orchestra excluding the violin section, was not up to par. ✕

B The orchestra, excluding the violin section was not up to par. ✕

C **The orchestra, excluding the violin section, was not up to par.** ✓

D The orchestra; excluding the violin section; was not up to par. ✕

WHY THIS IS CORRECT

The interrupting phrase “excluding the violin section” is a parenthetical element and needs a comma on both sides.

Choose the sentence that is punctuated and capitalized correctly.

- A** I need a few items at the store, clothespins, a bottle opener and napkins. ✗
- B** I need a few items at the store; clothespins, a bottle opener, and napkins. ✗
- C** I need a few items at the store clothespins, a bottle opener, and napkins. ✗
- D** I need a few items at the store: clothespins, a bottle opener, and napkins. ✓

WHY THIS IS CORRECT

A colon introduces the list, and commas (including the Oxford comma before "and") separate each item.

Q136

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A I answered the phone but no one seemed to be on the other end of the line. ✕

B I answered the phone, but no one seemed to be on the other end of the line. ✓

C I answered the phone; but no one seemed to be on the other end of the line. ✕

D I answered the phone, but, no one seemed to be on the other end of the line. ✕

WHY THIS IS CORRECT

A comma is placed before the coordinating conjunction “but” when it joins two independent clauses.

Q137

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A I wanted a cup of coffee not a glass of milk.

X

B I wanted a cup of coffee; not a glass of milk.

X

C I wanted a cup of coffee, not a glass of milk.

✓

D I wanted, a cup of coffee, not a glass of milk.

X

WHY THIS IS CORRECT

A comma sets off the contrasting phrase “not a glass of milk” from the rest of the sentence.

Choose the sentence that is punctuated and capitalized correctly.

A You have won the following prizes, a car, a trip to Hawaii, and a bathrobe. ✗

B You have won the following prizes: a car, a trip to Hawaii, and a bathrobe. ✓

C You have won the following prizes; a car, a trip to Hawaii, and a bathrobe. ✗

D You have won the following prizes a car, a trip to Hawaii, and a bathrobe. ✗

WHY THIS IS CORRECT

A colon introduces the formal list that follows the complete clause “you have won the following prizes.”

Choose the sentence that is punctuated and capitalized correctly.

A If you can possibly arrange it please visit us; but if you cannot, let us know. ✕

B If you can possibly arrange it, please visit us, but if you cannot, let us know. ✕

C If you can possibly arrange it, please visit us; but if you cannot, let us know. ✓

D If you can possibly arrange it, please visit us but if you cannot let us know. ✕

WHY THIS IS CORRECT

Because both halves of the sentence already contain internal commas, a semicolon (rather than a comma) is used before “but” to keep the two long clauses clearly separated.

Q140

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A I gave her a lot of money while we were married, hence I do not wish to pay her a dime in alimony. ✗

B I gave her a lot of money while we were married; hence, I do not wish to pay her a dime in alimony. ✓

C I gave her a lot of money while we were married; hence I do not wish to pay her a dime in alimony. ✗

D I gave her a lot of money while we were married hence, I do not wish to pay her a dime in alimony. ✗

WHY THIS IS CORRECT

A semicolon joins the two independent clauses, and a comma follows the conjunctive adverb "hence."

Q141

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A We have a variety of desserts for instance, apple pie. ✗

B We have a variety of desserts, for instance apple pie. ✗

C We have a variety of desserts; for instance, apple pie. ✗

D We have a variety of desserts, for instance, apple pie. ✓

WHY THIS IS CORRECT

As with “namely,” the transitional expression “for instance” is enclosed by commas on both sides.

Q142

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A He has friends from Karachi and Peshawar, Lahore is his home city. ✗

B He has friends from Karachi and Peshawar; Lahore is his home city. ✓

C He has friends from Karachi and Peshawar. lahore is his home city. ✗

D He has friends from karachi and Peshawar; Lahore is his home city. ✗

WHY THIS IS CORRECT

Two independent clauses with no connecting word require a semicolon between them; proper nouns like "Karachi," "Peshawar," and "Lahore" are capitalized.

Q143

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

- A** I would therefore, like to have an explanation for the missing cash. ✕
- B** I would, therefore like to have an explanation for the missing cash. ✕
- C** I would; therefore, like to have an explanation for the missing cash. ✕
- D** I would, therefore, like to have an explanation for the missing cash. ✓

WHY THIS IS CORRECT

The interrupting conjunctive adverb “therefore” is set off with a comma on both sides.

Q144

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A Nature lovers will appreciate seeing whales sea lions and pelicans. ✕

B Nature lovers will appreciate seeing whales, sea lions and pelicans. ✕

C Nature lovers will appreciate seeing whales, sea lions, and pelicans. ✓

D Nature lovers will appreciate seeing: whales, sea lions, and pelicans. ✕

WHY THIS IS CORRECT

Commas separate each item in a series of three or more, including the Oxford comma before "and."

Q145

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A She said "Bees are not the only insects that sting." ✕

B She said, "bees are not the only insects that sting." ✕

C She said, "Bees are not the only insects that sting." ✓

D She said, "Bees are not the only insects that sting". ✕

WHY THIS IS CORRECT

A comma introduces the direct quotation, the first word of the quoted sentence is capitalized, and the closing period goes inside the quotation marks.

Choose the sentence that is punctuated and capitalized correctly.

A "You must understand" he pleaded, "that I need more time to pay you." ✕

B "You must understand," he pleaded, "That I need more time to pay you." ✕

C **"You must understand," he pleaded, "that I need more time to pay you."** ✓

D You must understand, he pleaded, "that I need more time to pay you." ✕

WHY THIS IS CORRECT

In a divided quotation, each spoken part gets its own quotation marks. Since "that I need more time to pay you" continues the same sentence he began, it is not capitalized.

Q147

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

- A** Mark Paxton the vice president of the company, embezzled over one million rupees. ✕
- B** Mark Paxton, the vice President of the company, embezzled over one million rupees. ✕
- C** **Mark Paxton, the vice president of the company, embezzled over one million rupees.** ✓
- D** Mark Paxton, the vice president of the company embezzled over one million rupees. ✕

WHY THIS IS CORRECT

The appositive “the vice president of the company” renames Mark Paxton and is set off with commas on both sides; “vice president” is a common job title, not capitalized.

Choose the sentence that is punctuated and capitalized correctly.

A If you can possibly arrange it please visit us, but if you cannot, let us know. ✗

B If you can possibly arrange it, please visit us; but if you cannot, let us know. ✓

C If you can possibly arrange it, please visit us but if you cannot, let us know. ✗

D if you can possibly arrange it, please visit us; but if you cannot, let us know. ✗

WHY THIS IS CORRECT

Same rule as before — a semicolon separates the two long, internally-punctuated clauses before “but,” and each introductory “if” clause is followed by a comma.

Q149

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A The President of the United States wields much power. ✕

B The president of the United states wields much power. ✕

C **The president of the United States wields much power.** ✓

D The president of the United States, wields much power. ✕

WHY THIS IS CORRECT

“President” is a common noun here (no name follows), so it stays lowercase, while “United States” is a proper noun and is capitalized.

Q150

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A I enjoy Summer more than any other season. X

B I enjoy summer more than any other season. ✓

C I enjoy summer more than any other season! X

D I enjoy summer, more than any other season. X

WHY THIS IS CORRECT

Seasons are common nouns and are not capitalized. This is a simple statement, so it ends with a period, not an exclamation mark.

Q151

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A Employees of the Company were laid off with little hope of returning to work. ✕

B Employees of the company were laid off with little hope of returning to work! ✕

C Employees of the company were laid off with little hope of returning to work. ✓

D Employees of the company, were laid off with little hope of returning to work. ✕

WHY THIS IS CORRECT

"Company" is a common noun here and stays lowercase. The sentence is a plain statement, so it ends with a period rather than an exclamation mark or an unnecessary comma.

Q152

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A My dear mr. Shahid;

X

B My Dear Mr. Shahid,

X

C **My dear Mr. Shahid:**

✓

D my dear Mr. Shahid:

X

WHY THIS IS CORRECT

In a formal or business letter, the salutation is followed by a colon (not a comma). "Mr." is capitalized and abbreviated with a period, while "dear" is lowercase since it is not the first word of a title.

Q153

PUNCTUATION & MECHANICS

Choose the sentence that is punctuated and capitalized correctly.

A Sincerely Yours,

X

B Sincerely yours,

✓

C Sincerely yours;

X

D Sincerely Yours:

X

WHY THIS IS CORRECT

In a complimentary close, only the first word is capitalized, and it is followed by a comma.