

GRAMMAR & PUNCTUATION PRACTICE

Solved MCQs

Punctuation, Capitalization & Sentence Correction

40

QUESTIONS

100%

SOLVED

4

OPTIONS EACH

Correct answers highlighted & ticked · With short explanations

01 Choose the sentence with correct punctuation / capitalization.

(a) I lived on Bolan Street a few years ago. ✓

(b) I lived on Bolan-Street a few years ago.

(c) I lived on Bolan Street a few years ago.

(d) I lived on Bolan street a few years ago

Explanation: "Street" is part of a proper noun (the specific street name) and must be capitalized. It should not be hyphenated, and the sentence must end with a full stop.

02 Choose the sentence with correct punctuation / capitalization.

(a) Do not swim in that river because of the swift current. ✓

(b) Do not swim in that river Because of the swift current.

(c) Do not swim in that River because Of the swift current.

(d) Do not swim in that river because of The swift current.

Explanation: "River," "because," and "the" are common words in the middle of the sentence and must stay lower-case. Only the first word of the sentence is capitalized.

03 Choose the sentence with correct punctuation / capitalization.

(a) "Stop it!" she screamed. "Don't ever do that again." ✓

(b) "Stop it! she screamed. "Don't ever do that again."

(c) "Stop it!" she screamed. "Don't ever do that again."

(d) "Stop it!" she screamed. "Don't ever do that again.

Explanation: Each spoken sentence is its own quotation and needs an opening and a closing quotation mark. Both "Stop it!" and "Don't ever do that again." must be fully enclosed in quotes.

04 Choose the sentence with correct punctuation / capitalization.

(a) The west Has a milder climate than the east.

(b) The west has A milder climate than the east.

(c) The west has a Milder climate than the east.

(d) The West has a milder climate than the East. ✓

Explanation: When “West” and “East” refer to specific, recognized regions (rather than just compass directions), they are treated as proper nouns and capitalized.

05 Choose the sentence with correct punctuation / capitalization.

(a) You Must take the following courses: history, geometry, and french.

(b) You must take the following courses: history, geometry, and French. ✓

(c) You must Take the following courses: history, geometry, and french.

(d) You must Take the following courses: The following courses: history, geometry, and french.

Explanation: “French” is a language/nationality name, so it is always capitalized, while “history” and “geometry” are ordinary common nouns and stay lower-case.

06 Choose the sentence with correct punctuation / capitalization.

(a) My major requires that I take Calculus 1, history, and French. ✓

(b) My major requires that I take calculus 1, History, and French.

(c) My major requires that I take Calculus 1, history, and french.

(d) My major requires that I take Calculus 1, History, and french.

Explanation: “Calculus 1” is a specific, numbered course title and is capitalized; “French” is a language name and is capitalized; but “history” is a general subject and stays lower-case.

07 Choose the sentence with correct punctuation / capitalization.

(a) I am asking If you would like to rollerblade together tomorrow.

(b) I am asking, if you would like to rollerblade together tomorrow. ✓

(c) I am asking, If you would like to rollerblade together tomorrow.

(d) I am asking; if you would like to rollerblade together tomorrow.

Explanation: A comma (not a semicolon) is used before the dependent “if” clause here, and “if” is a normal word mid-sentence, so it stays lower-case.

08 Choose the sentence with correct punctuation / capitalization.

(a) Yes Jamil you were right about that answer.

(b) Yes Jamil you, were right about that answer.

(c) Yes Jamil you, were right, about that answer.

(d) Yes, Jamil, you were right about that answer. ✓

Explanation: A name used in direct address (“Jamil”) is set off by commas on both sides, and the introductory “Yes” is also followed by a comma.

09 Choose the sentence with correct punctuation / capitalization.

(a) Wherever, we go people recognize us.

(b) Wherever we go, people recognize us. ✓

(c) Wherever, we, go people recognize us.

(d) Wherever we go; people recognize us.

Explanation: An introductory adverbial clause (“Wherever we go”) is followed by a comma before the main clause — no comma belongs inside the clause itself, and a semicolon is not needed.

10 Choose the sentence with correct punctuation / capitalization.

(a) Whenever Ayesha is in town, she visits her sister. ✓

(b) Whenever, Ayesha is in town she visits her sister.

(c) Whenever Ayesha is, in town she visits her sister.

(d) Whenever Ayesha is in town she visits her sister.

Explanation: The introductory clause “Whenever Ayesha is in town” takes a comma right before the main clause “she visits her sister,” with no comma anywhere inside it.

11 Choose the sentence with correct punctuation / capitalization.

(a) Shirin enjoys the museum although she cannot afford the entrance fee

(b) Shirin enjoys the museum although she cannot afford the entrance fee. ✓

(c) Shirin enjoys, the museum, although she cannot afford the entrance fee.

(d) Shirin enjoys the, museum, although she cannot afford the entrance fee

Explanation: No comma is required before “although” here since it introduces essential information, and the sentence must be closed with a full stop.

12 Choose the sentence with correct punctuation / capitalization.

(a) It may not be the correct part but I bet that it works

(b) It may not be the correct part, but I bet that it works. ✓

(c) It may not, be the correct part but I bet that it works.

(d) It may not be the correct part but, I bet that it works.

Explanation: When “but” joins two independent clauses, a comma is placed immediately before it: “...correct part, but I bet...”

13 Choose the sentence with correct punctuation / capitalization.

(a) You are my friend however, I cannot afford to lend you any more money.

(b) You are my friend, however I cannot afford to lend you any more money.

(c) You are my friend, however, I cannot afford to lend you any more money.

(d) You are my friend; however, I cannot afford to lend you any more money. ✓

Explanation: "However" joins two independent clauses as a conjunctive adverb, so it needs a semicolon before it and a comma right after it.

14 Choose the sentence with correct punctuation / capitalization.

(a) I asked Ali, "Did he ask for his ring back?"

(b) I asked Ali, "Did he ask for his ring back"?"

(c) I asked Ali, "Did he ask for his ring back?" ✓

(d) I asked Ali "Did he ask for his ring back?"

Explanation: A comma introduces the quoted question, and since the quoted words themselves form a question, the question mark goes inside the closing quotation mark.

15 Choose the sentence with correct punctuation / capitalization.

(a) John F Kennedy, Jr., became a magazine publisher and a pilot before his tragic death.

(b) John F. Kennedy, Jr., became a magazine publisher and a pilot before his tragic death. ✓

(c) John F. Kennedy, Jr, became a magazine publisher and a pilot before his tragic death.

(d) John F. Kennedy, Jr became a magazine publisher and a pilot before his tragic Model

Explanation: The middle initial "F." takes a period, and "Jr." is both abbreviated with a period and enclosed in commas on both sides.

16 Choose the sentence with correct punctuation / capitalization.

(a) Please contact me if you have any questions. ✓

(b) Please contact me if you have any questions

(c) Please contact me if you have any questions?

(d) Please contact me if you have any questions!

Explanation: This is a polite request/statement, not a direct question or an exclamation, so it correctly ends with a simple full stop.

17 Choose the sentence with correct punctuation / capitalization.

(a) The elections will be held on the first Tuesday of November 2008. ✓

(b) The elections will be held on the first Tuesday of November 2008.

(c) The Elections will be held on the first Tuesday of November 2008.

(d) The elections will be held on the first tuesday of November 2008.

Explanation: “elections” is a common noun and stays lower-case, while “Tuesday” (a day of the week) must be capitalized — exactly as in option (a).

18 Choose the sentence with correct punctuation / capitalization.

(a) The elections will be held on tuesday, November 4, 2008, and the polls will be kept open until 8:00 p.m.

(b) The elections will be held on Tuesday November 4, 2008, and the polls will be kept open until 8:00 p.m.

(c) The elections will be held on Tuesday, November 4, 2008, and the polls will be kept open until 8:00 p.m. ✓

(d) The elections will be held on Tuesday, november 4, 2008, and the polls will be kept open until 8:00 p.m.

Explanation: A full date written as “Weekday, Month Day, Year” needs a comma after the weekday and after the day number, plus another comma before “and” joining the two clauses.

19 Choose the sentence with correct punctuation / capitalization.

(a) Samad worried about the storm but tried to stay calm and help his family ✓

(b) Samad worried about the storm, but tried to stay calm and help his family.

(c) Samad worried about the storm but tried to stay calm and help his family,

(d) Samad worried about the storm but tried to stay calm and help his family'

Explanation: Since "tried to stay calm" shares the same subject "Samad" and is not an independent clause, no comma is needed before "but"; the sentence simply ends with a full stop.

20 Choose the sentence with correct punctuation / capitalization.

(a) I favour green and yellow and purple is her first choice.

(b) I favour green and yellow, and purple is her first choice. ✓

(c) I favour green and yellow, and purple, is her first choice,

(d) I favour green and yellow and purple is her first choice

Explanation: This sentence links two independent ideas with "and," so a comma is required right before "and purple is her first choice."

21 Choose the sentence with correct punctuation / capitalization.

(a) I need to locate four states on the map namely, Minnesota, Michigan, California, and Nevada.

(b) I need to locate four states on the map: namely, Minnesota, Michigan, California, and Nevada. ✓

(c) I need to locate four states on the map: namely Minnesota, Michigan, California, and Nevada.

(d) I need to locate four states on the map: namely Minnesota Michigan, California, and Nevada.

Explanation: A colon introduces the list, and "namely" is followed by a comma before the items begin; each state name in the list is then separated by commas.

22 Choose the sentence with correct punctuation / capitalization.

(a) This is the point that Einstein made: You cannot fix a problem with the problem. ✓

(b) This is the point that Einstein made You cannot fix a problem with the problem.

(c) This is the point that Einstein made: you cannot fix a problem with the problem.

(d) This is the point that Einstein made; You cannot fix a problem with the problem

Explanation: A colon (not a semicolon) is used to introduce an explanation, and since what follows is a complete, emphasized statement, it is capitalized as its own sentence.

23 Choose the sentence with correct punctuation / capitalization.

(a) Our philosophy teacher thinks that Einstein meant that we cannot stop war by waging war. ✓

(b) Our Philosophy teacher thinks that Einstein meant that we cannot stop war by waging war.

(c) our philosophy teacher thinks that Einstein meant that we cannot stop war by waging war.

(d) Our philosophy teacher thinks that einstein meant that we cannot stop war by waging war.

Explanation: "philosophy" is a common noun and stays lower-case, while "Einstein" (a proper name) and the first word of the sentence are correctly capitalized.

24 Choose the sentence with correct punctuation / capitalization.

(a) A well-made argument was presented for negotiating a peaceful resolution. ✓

(b) A well made argument was presented for negotiating a peaceful resolution.

(c) A well-made argument was presented for negotiating a peaceful resolution.

(d) A well made argument was presented for negotiating a peaceful resolution

Explanation: When "well-made" works together as a single compound adjective directly before the noun "argument," it must be hyphenated.

25 Choose the sentence with correct punctuation / capitalization.

(a)The Argument for negotiating a peaceful resolution was well made.

(b)The argument for negotiating a peaceful resolution was well made. ✓

(c)The argument for negotiating a peaceful resolution was well made

(d)the argument for negotiating a peaceful resolution was well made.

Explanation: Here “well made” comes after the linking verb “was” (not before the noun), so it is not hyphenated; “argument” stays lower-case and only the sentence-initial “The” is capitalized.

26 Choose the sentence with correct punctuation / capitalization.

(a)A liberally sprinkled dose of humour was very much appreciated

(b)a liberally sprinkled dose of humour was very much appreciated.

(c)A liberally sprinkled dose of humour was very much appreciated. ✓

(d)a liberally sprinkled dose of humour was very much appreciated

Explanation: “Liberally” is an adverb ending in -ly, so it is never hyphenated with the word it modifies; the sentence begins with a capital letter and ends with a full stop.

27 Choose the sentence with correct punctuation / capitalization.

(a)Our liberal minded clergyman managed to unite the entire congregation.

(b)Our liberal-minded clergyman managed to unite the entire congregation

(c)our liberal-minded clergyman managed to unite the entire congregation.

(d)Our liberal-minded clergyman managed to unite the entire congregation. ✓

Explanation: “Liberal-minded” is a compound adjective before the noun “clergyman” and needs a hyphen; “Our” starts the sentence with a capital, and the sentence ends with a full stop.

28 Choose the sentence with correct punctuation / capitalization.

(a) Our liberal minded clergyman managed to unite the entire congregation

(b) Our liberal-minded clergyman managed to unite the entire congregation. ✓

(c) our liberal minded clergyman managed to unite the entire congregation.

(d) Our liberal minded Clergyman managed to unite the entire congregation.

Explanation: "Clergyman" is a common noun and stays lower-case, "liberal-minded" needs its hyphen as a compound adjective, and the sentence must close with a full stop.

29 Choose the sentence with correct punctuation / capitalization.

(a) Jan asked, "What did Joe mean when he said, 'I will see you later'?" ✓

(b) Jan asked, "What did Joe mean when he said, 'I will see you later?'"

(c) Jan asked, "What did Joe mean when he said, 'I will see you later'?"

(d) Jan asked, "What did Joe mean when he said, 'I will see you later'?"

Explanation: The inner quote 'I will see you later' is a plain statement, so the question mark belongs to the outer question and goes just outside the single quote but inside the closing double quote.

30 Choose the sentence with correct punctuation / capitalization.

(a) When I noticed that our dog cut it's paw, I called the veterinarian right away.

(b) When I noticed that our dog cut its paw I called the veterinarian right away.

(c) When I noticed that our dog cut its paw, I called the veterinarian right away. ✓

(d) When I noticed that our dog cut its paw I called the veterinarian right away

Explanation: "Its" (no apostrophe) is the possessive form used for the dog's paw, and a comma follows the introductory clause before "I called..."

31 Choose the sentence with correct punctuation / capitalization.

(a) Just to be sure, I called three more D.V.M.s' offices. ✓

(b) Just to be sure I called three more D.V.M.'s offices.

(c) Just to be sure, I called three more DVMs' offices.

(d) Just to be sure, I called three more D.V.M.s offices.

Explanation: The comma follows the introductory phrase "Just to be sure," and since several D.V.M. offices are meant (plural possessive), the apostrophe goes after the plural "s": D.V.M.s'.

32 Choose the sentence with correct punctuation / capitalization.

(a) You're right to be concerned," said one veterinarian. "I would like to take a look at your dog."

(b) "Your right to be concerned," said one veterinarian. "I would like to take a look at your dog."

(c) "Your right to be concerned" said one veterinarian "I would like to take a look at your dog."

(d) "You're right to be concerned," said one veterinarian. "I would like to take a look at your dog." ✓

Explanation: "You're" (you are) is the correct contraction, not "your," and both spoken sentences need their own complete pair of quotation marks.

33 Choose the sentence with correct punctuation / capitalization.

(a) Even though its 30 miles to the town where that D.V.M.'s office is, I wanted to take the drive.

(b) Even though it's 30 miles to the town where that D.V.M.'s office is, I wanted to take the drive. ✓

(c) Even though it's 30 miles to the town where that DVM's office is I wanted to take the drive.

(d) Even though its 30 miles to the town where that D.V.M.'s office is I wanted to take the drive.

Explanation: "It's" (it is) is needed at the start, "D.V.M.'s" shows a single office's possession, and a comma follows the long introductory clause before "I wanted..."

34 Choose the sentence with correct punctuation / capitalization.

(a) The friendly, looking vet examined our dog's paw and suggested we have it bandaged.

(b) The friendly looking vet examined our dogs paw and suggested we have it bandaged.

(c) The friendly-looking vet examined our dog's paw and suggested we have it bandaged. ✓

(d) The friendly looking vet examined our dog's paw and suggested we have it bandaged.

Explanation: "Friendly-looking" is a compound adjective before "vet" and needs a hyphen (not a comma), and "dog's" needs an apostrophe to show possession of the paw.

35 Choose the sentence with correct punctuation / capitalization.

(a) We had pet insurance but still owed Rs. 400 in co-payment fees. ✓

(b) We had pet insurance but still owed Rs 400 in co-payment fees.

(c) We had pet insurance but still owed Rs. 400 in co payment fees.

(d) We had pet insurance but still owed Rs. 400 in co-payment fees.

Explanation: The abbreviation "Rs." takes a period, and "co-payment" is a compound word that requires a hyphen.

36 Choose the sentence with correct punctuation / capitalization.

- (a)** Our dog was a semi-invalid for a couple of days until she chewed off the bandage. ✓
- (b)** Our dog was a semi invalid for a couple of days until she chewed off the bandage.
- (c)** Our dog was a semi-invalid for a couple of days until she chewed off the bandage
- (d)** our dog was a semi-invalid for a couple of days until she chewed off the bandage

Explanation: "Semi-invalid" is formed with the prefix "semi-" and needs a hyphen; the sentence begins with a capital "Our" and closes with a full stop.

37 Choose the sentence with correct punctuation / capitalization.

- (a)** I guess she did what any self-respecting dog would do by grooming herself. ✓
- (b)** I guess she did what any self respecting dog would do by grooming herself.
- (c)** I guess she did what any self respecting dog would do by grooming herself
- (d)** I guess she did what any self-respecting dog would do by grooming herself.

Explanation: "Self-respecting" is a compound adjective formed with "self-" and must always be hyphenated before the noun it modifies.

38 Choose the sentence with correct punctuation / capitalization.

- (a)** the dog has fully recovered although I will never be the same.
- (b)** The dog has fully re covered although I will never be the same.
- (c)** The dog has fully re-covered although I will never be the same.
- (d)** The dog has fully recovered although I will never be the same. ✓

Explanation: "Recovered" (meaning "got better") is written as one solid word, not split or hyphenated, and the sentence starts with a capital "The."

39 Choose the sentence with correct punctuation / capitalization.

(a) I have learned that it's better to be proactive than to have regrets. ✓

(b) I have learned that its better to be proactive than to have regrets.

(c) I have learned that it's better to be pro-active than to have regrets.

(d) I have learned that its better to be pro active than to have regrets.

Explanation: "It's" (it is) needs the apostrophe, and "proactive" is now standard as one solid word without a hyphen.

40 Choose the sentence with correct punctuation / capitalization.

(a) he thought she knew everything about her mother but found out two years ago that her mother had been married before.

(b) She thought she knew everything about her mother but found out two years ago that her mother had been married before

(c) She thought she knew everything about her mother but found out two years ago that her mother had been married before. ✓

(d) She thought she knew everything about her 'mother' but found out two years ago that her mother had been married before.

Explanation: The sentence must start with a capital "She," needs no quotation marks around "mother," and ends with a full stop.