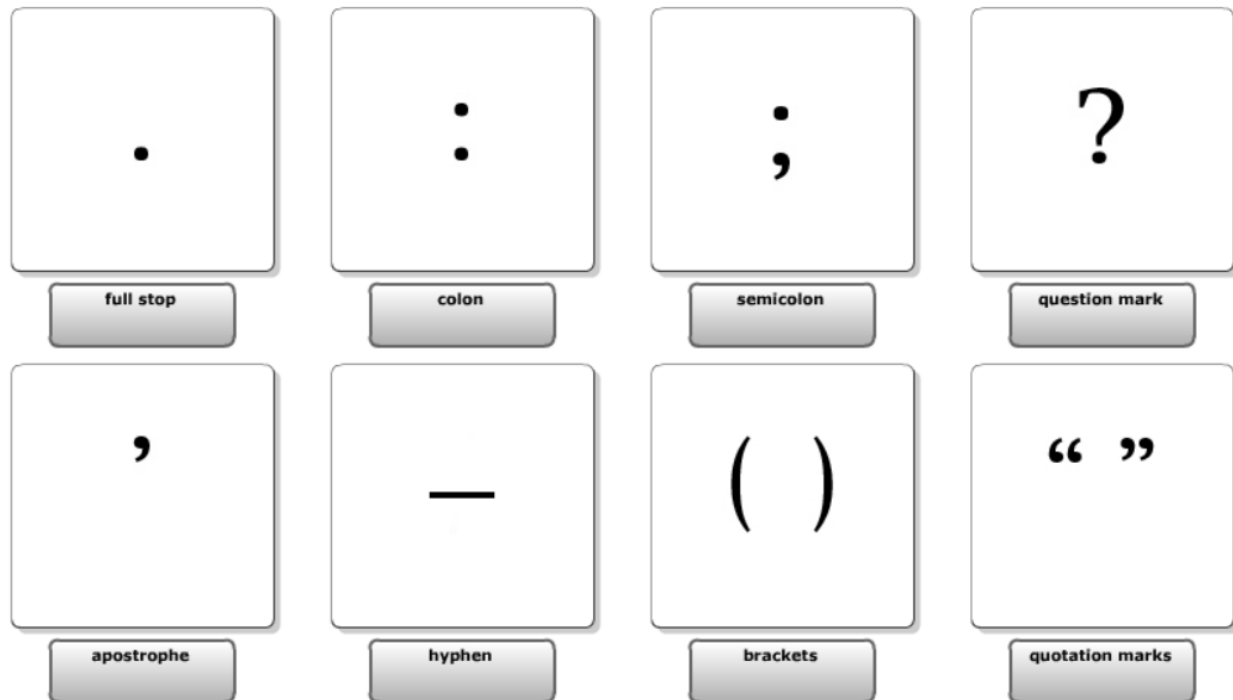


## Unit 4 Answer Key

### A



### B

A full stop is used at the end of a sentence that is not a question or an exclamation, and is sometimes used in **abbreviations**. Each new sentence must begin with a capital letter.

A comma in writing is like a **pause** in speech. It is used:

- to **separate** parts of a sentence, e.g. *After we left, someone tried to phone us.*
- between adjectives, e.g. *A big, expensive car.*
- to separate words in a list, though it is often omitted before 'and', e.g. *I went to France, Germany, Italy and Spain.*
- when words or phrases **interrupt** the normal progression of a sentence, e.g. *I decided, however, that I needed something to eat first.*

A colon is often used to introduce further details such as an explanation or a list, e.g. *The shop is full of antiques: dining tables, chairs, wardrobes, mirrors, and so on.*

A semicolon is sometimes used **instead** of a full stop when two sentences are very closely connected, or to separate two main clauses, especially ones that aren't **joined** by a conjunction such **as** 'and' or 'but', e.g. *I went round this morning; nobody was there.*

A slash separates words or phrases that are **alternatives**, e.g. *single/married.*