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Joining Sentences: Comma Splices, Semicolons, and Colons

Medium | B1 | Intermediate | B2 | Upper Intermediate | Adverb | Clause | Colon | Comma | Compound sentence | Conjunction | Coordination | Object | Punctuation | Semicolon | Sentence | Verb

1. Complete the student's message to her study group.

We have a biology exam on ___ we should study together this weekend.

Select one.

- **A)** Monday, therefore,
- **B)** Monday; therefore,
- **C)** Monday, therefore
- **D)** Monday; therefore

2. Help the IT technician send a professional update. Select ALL the sentences that are punctuated correctly.

Select all that apply.

- **A)** The server crashed yesterday, we lost all our recent data.
- **B)** The server crashed yesterday; we lost all our recent data.
- **C)** The server crashed yesterday, so we lost all our recent data.
- **D)** The server crashed yesterday we lost all our recent data.

3. Help the IT manager complete this status update by choosing the correct punctuation.

The server crashed again this ___ IT team is working on a fix.

Select one.

- **A)** morning, the
- **B)** morning; the
- **C)** morning the
- **D)** morning, therefore the

4. Help the project manager write clear instructions. Select ALL the sentences that use a colon correctly.

Select all that apply.

- **A)** Please review the following documents: the budget, the timeline, and the contract.
- **B)** The required documents include: the budget, the timeline, and the contract.
- **C)** We have one main goal: finish the project by Friday.
- **D)** Our main goals are: finishing the project and staying under budget.

5. Complete the hiker's packing notes by selecting the correct punctuation.

We packed the _____ we left the heavy stove at home.
Please bring the _____ a map, a compass, and extra water.

Choose the correct option for each gap.

Blank 1

- **A)** tent;
- **B)** tent,
- **C)** tent:

Blank 2

- **A)** essentials
- **B)** essentials:
- **C)** essentials;

6. Help the event coordinator fix the punctuation in this email by selecting the correct options.

We have booked the main conference _____ however, we still need to order the catering. The menu will _____ sandwiches, salads, and fresh fruit.

Choose the correct option for each gap.

Blank 1

- **A)** room;
- **B)** room,
- **C)** room:

Blank 2

- **A)** include:
- **B)** include
- **C)** include,

7. Help the IT manager complete this system update email by choosing the correct punctuation.

The server is _____ therefore, we cannot process your request today.
The affected systems _____ the email server, the shared drive, and the payroll portal.

Choose the correct option for each gap.

Blank 1

- **A)** down,
- **B)** down;
- **C)** down:

Blank 2

- **A)** include:
- **B)** include;
- **C)** include

8. Complete the project manager's team update by selecting the correct punctuation for each gap.

We finished the design _____ the development team will take over tomorrow. Please bring three things to the morning _____ your laptop, the project timeline, and a notebook.

Choose the correct option for each gap.

Blank 1

- **A)** phase,
- **B)** phase;
- **C)** phase:

Blank 2

- **A)** review,
- **B)** review;
- **C)** review:

9. Review the software release notes and choose the correct punctuation.

The new software update ___ better security, faster load times, and a redesigned menu.

Select one.

- **A)** includes:
- **B)** includes;
- **C)** includes
- **D)** includes,

10. Complete the office manager's email. Select ALL the sentences that correctly connect the two ideas.

Select all that apply.

- **A)** The conference room is booked; therefore, we will meet in the cafeteria.
- **B)** The conference room is booked, therefore, we will meet in the cafeteria.
- **C)** The conference room is booked. Therefore, we will meet in the cafeteria.
- **D)** The conference room is booked therefore we will meet in the cafeteria.