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Punctuating Quick Work Messages

Medium | B1 | Intermediate | Adverb | Clause | Comma | Compound sentence | Indirect speech | Interjection | Punctuation | Questions | Semicolon | Sentence | Word order

1. (Ticket) Which edit reports your test results in one sentence and fixes the comma splice? Your draft reads, “The search page opens, however, the results do not load.”

Select one.

A) The search page opens; however, the results do not load.
B) The search page opens, however, the results do not load.
C) The search page opens however, the results do not load.

2. (Email to a client) Choose every line you can send without making any changes. Before you can book a truck, you must be sure of the delivery date.

Select all that apply.

A) When will the order arrive?
B) When will the order arrive.
C) When will the order arrive ?
D) I need to know when the order will arrive.
E) I need to know when the order will arrive?

3. (Team chat) You want the night crew to lock the supply closet before they leave. Choose the way to begin your request.

_____ can you lock the supply closet before you leave?

Choose the correct option for each gap.

A) Hi night crew
B) Hi night crew,

4. (Email to a client) Help the client understand the quote. Choose the chip which combines the price and the delivery note in one sentence with correct punctuation.

The $2,400 quote covers the _____ delivery costs extra.

Choose the correct option for each gap.

A) chairs, however,
B) chairs; however,
C) chairs however,

5. (Standup update) Before you share your pickup update with the team, choose every option that fixes this sentence: "The samples are packed, the driver arrives at noon."

Select all that apply.

A) The samples are packed, the driver arrives at noon.
B) The samples are packed. The driver arrives at noon.
C) The samples are packed the driver arrives at noon.
D) The samples are packed; the driver arrives at noon.

6. (Email to a client) A client is waiting for a sample. Which version of this message would you send? Your draft reads: “The sample shipped this morning. However we do not have a tracking number yet.”

Select one.

A) The sample shipped this morning. However we do not have a tracking number yet.
B) The sample shipped this morning. However, we do not have a tracking number yet.

7. (Standup update) The new name badges arrived, but there was a small problem. Choose the option which combines both ideas in one sentence.

The badges arrived_____ one is missing a clip.

Choose the correct option for each gap.

A) ; however,
B) , however,

8. (Ticket) Help the support team figure out what works and what doesn't. Choose the chip that correctly begins the second sentence.

The preview opens. _____ the download shows "Download failed" every time.

Choose the correct option for each gap.

A) However
B) However,
C) However;

9. (Ticket) Your draft says: "The reset email arrived, however, the link expired." Choose all the versions you can post to explain why you still can't sign in.

Select all that apply.

A) The reset email arrived; however, the link expired.
B) The reset email arrived, however, the link expired.
C) The reset email arrived. However, the link expired.
D) The reset email arrived however, the link expired.

10. (Standup update) Choose the edit that fixes your progress update before you share it. Your draft reads: "The stock count is finished, I can order supplies now."

Select one.

A) The stock count is finished, I can order supplies now.
B) The stock count is finished I can order supplies now.
C) The stock count is finished. I can order supplies now.