



Mechanics and Spelling

Exercise 61k (1): Hyphenation

What does your dictionary say about the following? Should they be two separate words, hyphenated, or one unhyphenated word? (As an experiment, look some of them up in more than one dictionary; you'll likely find differences.)

1. duty-free
2. terror alert
3. half-life
4. half-moon
5. home stretch
6. long-time
7. time-out
8. world war
9. worldwide
10. world-weary

Exercise 61k (2): Hyphenation

Insert hyphens wherever they are needed in the following sentences. Consult your dictionary if necessary.

1. The ferry is thirty-two and one-quarter metres long.
2. The all-Canadian team proved too much even for the ex-champions.
3. The cold-hearted vice-president took up motor racing instead of profit-sharing.
4. Is that an old-fashioned and beautifully made antique salt cellar I see in your china cabinet?

5. The three tough-looking youths were set to dish out some abuse.
6. I watched an interesting two-hour documentary about an alien-smuggling operation.
7. Avoid the scatter-shot approach when writing a complaint email to part-time employees.
8. The long-lived queen has been a full-time ruler from an early age.
9. She is looking for either full- or part-time work near the centre of town.
10. The children gazed in wide-eyed wonder at the strangely dressed magician's tricks.
11. After being declared the runner-up to the winner of the contest, Jacob was happy to accept his prize and enjoy his once-in-a-lifetime moment in the spotlight.
12. The news report featured the story of a kind-hearted Great Dane that had rescued an eight-month-old kitten.
13. The soon-to-be graduate tried hard to focus on her last exam while looking forward to beginning her cross-Canada road trip.

Exercise 61-l: Plurals

Write the plural form of each of the following nouns. Then check your dictionary to see if you are right.

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| 1. aide-de-camp – aides-de-camp | 15. museum – museums |
| 2. alley – alleys | 16. octopus – octopuses or octopi |
| 3. bonus – bonuses | 17. ox – oxen |
| 4. bus – buses | 18. plateau – plateaus or plateaux |
| 5. cloverleaf – cloverleaves | 19. radius – radii |
| 6. embargo – embargoes | 20. serf – serfs |
| 7. fifth – fifths | 21. society – societies |
| 8. fish – fish or fishes (different species) | 22. solo – solos |
| 9. fly-by – fly-bys | 23. speech – speeches |
| 10. gloss – glosses | 24. staff – staffs or staves |
| 11. goose – geese | 25. territory – territories |
| 12. handful – handfuls | 26. phenomenon – phenomena |
| 13. mongoose – mongooses | 27. wife – wives |
| 14. mosquito – mosquitoes | 28. yellow – yellows |

Exercises 61m–n: Apostrophes to Indicate Omissions/Possessives

Insert apostrophes where necessary in the following sentences.

1. I don't know whether this book is hers, but there's no doubt it's a handsome one and its value has increased since the 1930's [optional].
2. Clearly he doesn't know what's going on; it'll take him a week's study to catch up.
3. Our end-of-term reports are ready, but we'll have to revise them.
4. It isn't the resumé that will get the job but whom you know that will count.
5. Bonnie's guess is closer than Jess's, but the jar's full and accurate count of beans won't be verified till Monday.
6. The professor's comments about Rich's paper point out its errors.
7. I have two years' experience in working with apostrophe problems.
8. It doesn't matter whether one wins or loses but how one plays the game.
9. When all the cars' alarms started, the Jones's neighbours had to shut their windows.
10. The Canadian's approach to traffic is to stop for Canada geese and other passersby.
11. Her research paper was based on an idea of Amir's, but she took an original view and the paper was evaluated on its own merits.
12. The sun's rays shone through the window and woke the puppy from its deep sleep.
13. The children's playground is in danger of closing; unless its equipment is repaired soon, it's going to be closed on October 1.
14. The Smiths' home has the best Hallowe'en [optional] decorations on the street. It's a popular destination for all the local children who love its scary creatures and eerie music.
15. The latest of the author's books is on sale at our local bookstore. Because the book's story takes place in our city, the bookstore is featuring the book along with a photograph of the author in its window.

Exercise 61n: Possessives

In the following sentences, supply any missing apostrophes and correct any instances of their misuse and any associated errors.

1. Children's toys are often made in countries where the children do not play because they're working.
2. He was taken aback by the spectacle of the St. Vitus's Dance.

3. The two main characters are each other's foils.
4. He acted without a moment's hesitation.
5. We will meet again in three weeks' time.
6. Have you read Herman Hess's *The Glass Bead Game*?
7. If it's to perform **its** duties properly, the committee's agenda needs to undergo numerous changes. **[The following sentence is clearer: If the committee is to perform its duties properly, the committee's agenda needs to undergo numerous changes.]**
8. You can buy boys' and girls' swim suits in many of the local mall's shops.
9. The Harris**es** came to dinner.
10. When someone misus**es** apostroph**es**, it shows they don't understand the rules.
11. Theirs was a message of hope for those struggling with issues relating to alcoholism and **its** consequences.
12. The president's speech surprised some of the committee's members who had not been aware of his intention to retire.
13. Eileen loved the Petersons' home and the warm welcome she always received from the family.
14. Markus's **[or Markus']** writing was known for **its** ability to entertain and engage readers.
15. In Shakespeare's plays, soliloquys play an important role in revealing his characters' thoughts, emotions, and their opinions about other characters.