**10H Grammar Unit 3**

**Active/Passive, Quote integration, colon and semi colon**

**Active/Passive**

In active voice sentences, the subject performs the action of the verb.

**Example:** *Liz played the piano.*

The sentence that uses the active voice is stronger, uses fewer words, and clearly shows who performs the action.

In passive voice sentences, the subject receives the action. The object of the action acts as the subject.

**Example:** *The piano was played by Liz.*

The sentence that uses the passive voice is weaker and less direct. If you dissect the sentence, you will notice that in passive voice, the subject becomes the object of the preposition.

You can spot PASSIVE VOICE by looking for this verb construction: form of “to be” + past participle. (“To be” forms include *are, am, is, was, were, has been, had been, will be, will have been, being,* etc.) Also, does the sentence end with a prepositional phrase using the preposition *by*? Many passive voice sentences put the do-er of the action at the end of the sentence.

**Example:** The test was taken by the student.

Is PASSIVE VOICE always incorrect? Not always. It should be avoided in general, but there are times when it is necessary or appropriate: if you need to put the emphasis on the object rather than the subject. [TO CREATE SUSPENSE]For example, a person writing a murder mystery about a murder that took place in a hotel room may write the following:

**Example:** The room had been cleaned an hour prior to the murder.

Or perhaps a person writing an obituary might use the sentence:

**Example:** The body was interred at Forest Lawn Cemetery.

Why do people use the PASSIVE VOICE? Some people use the passive voice to avoid mentioning who is responsible for certain actions. [THIS IS SUSPICIOUS]

**Example:** Mistakes were made.

Directions: *Determine if the sentence is active or passive then circle your answer. Write the doer of the action on the line to the right. If the doer is unknown, write a question mark (?).*

Example: We saw the game at the stadium. **active**/passive We

1. Thomas feeds his dog. active / passive \_\_\_\_\_\_\_\_\_\_
2. The dog is fed by Thomas. active / passive \_\_\_\_\_\_\_\_\_\_
3. The family went to the beach. active / passive \_\_\_\_\_\_\_\_\_\_
4. The letter was written by Marshall. active / passive \_\_\_\_\_\_\_\_\_\_
5. The game had been won by the blue team. active / passive \_\_\_\_\_\_\_\_\_\_

**Semicolons and Colons**

Semicolons (;)

* 1. Use a semicolon between independent clauses if they are NOT joined by a conjunction.
  2. a semicolon between independent clauses joined by such words as *for example, for instance, therefore, that is, besides, accordingly, moreover, nevertheless, furthermore, otherwise, however, consequently, instead, hence.*

The italicized words above are very useful when a writer is trying to show the relationship between one idea and another. They are often called TRANSITIONAL DEVICES because they help the reader make the transition from one thought to another.

NONEXAMPLE: Jane showed me in many ways that she was still my friend. She saved me a seat on the bus. (It’s a bit difficult to perceive the relationship between these two ideas.) **Example:** Jane showed me in many ways that she was still my friend; for example, she saved me a seat on the bus. (Now the relationship between these two ideas is very clear.)

* 1. A semicolon (call this a SUPERCOMMA) may be used to separate the independent clauses of a compound sentence if there are commas within the clauses and there might be some confusion about where the first sentence ends and the second sentence begins.

NONEXAMPLE: She will invite Elaine, Kim, and Stacey, and Val will ask Molly. (This is confusing.) **Example:** She will invite Elaine, Kim, and Stacey; and Val will ask Molly.

* 1. A semicolon (call this a SUPERCOMMA) may be used to separate items in a series if there are commas within the items.

NONEXAMPLE: The dates of the Iowa testing will be on Monday, April 4, Tuesday, April 5, and Wednesday, April 6. (This is confusing.) **Example:** The dates of the Iowa testing will be on Monday, April 4; Tuesday, April 5; and Wednesday, April 6.

Colons (:)

1. Use a colon to mean “note what follows.” A colon should be used before a list of items, especially after expressions like *as follows* and *the following*.

**Example:** You will need to take the following things: a heavy jacket, boots, a sleeping bag, a hunting knife, and a backpack.

NOTE: If you look carefully at the sentences above, you will notice that THE WORDS IN FRONT OF THE COLON MAKE UP A COMPLETE SENTENCE. A colon should never SPLIT a sentence.

NONEXAMPLE: My extracurricular activities are: reading, skiing, and playing computer games. (Note that the colon splits the linking verb and complement. The colon should be LEFT OUT of this sentence.)

NONEXAMPLE: Mix the sifted flour with: cinnamon, nutmeg, ginger, and sugar. (Note that the colon splits the preposition and its object. The colon should be LEFT OUT of this sentence.)

1. Use a colon before a quotation when the narrative which introduces the quotation makes up a complete sentence. This is especially true of a long quotation.

**Example:** Horace Mann had this to say about dealing with those who disagree with you: “Do not think of knocking out another person’s brains because he differs in opinion from you. It would be as rational to knock yourself on the head because you differ from yourself ten years ago.”

1. Use a colon in the following situations:
   * 1. Between the hour and the minute when you write the time. (7:30)
     2. Between the chapter and verse when referring to passages from the Bible, the Koran, or other books organized in this manner. (Genesis 2:4)
     3. Use a colon after the salutation of a business letter. (Dear Sir:)
     4. Use a colon to introduce more than four lines or prose or three lines of verse. If you are quoting this much material, you will omit quotation marks, start on a new line with one inch left margins and maintain double spacing.

Directions: *Place the comma, semicolon, or colon where necessary.*

1. According to that book the history of fine arts is divided into the following periods classical medieval renaissance baroque neoclassical and modern.

2. One of my favorite Biblical passages is John 3-16.

3. Labor Day traffic was rerouted from the washed-out bridge consequently a massive backup of cars developed.

4. Who is your favorite writer from the following list Agatha Christie Edgar Allan Poe or Dean Koontz?

5. Three candidates have filed for the new commission seat none of them have any previous experience in public office.

6. Read all choices don’t write the first answer that seems correct.

7. Because punctuation is so important you are working through this information.

**Quote Integration**

1. Make the quotation a part of your own sentence without any punctuation between your own words and the words you are quoting.

**Example**: In "Where I Lived, and What I Lived For," Thoreau states directly his purpose for going into the woods when he says that "I went to the woods because I wished to live deliberately, to front only the essential facts of life, and see if I could not learn what it had to teach, and not, when I came to die, discover that I had not lived"()

**Example:** Thoreau suggests the consequences of making ourselves slaves to progress when he says that "We do not ride on the railroad; it rides upon us"()

**Example:** Thoreau argues that "shams and delusions are esteemed for soundest truths, while reality is fabulous"()

**Example:** According to Thoreau, people are too often "thrown off the track by every nutshell and mosquito's wing that falls on the rails"()

Notice that the word "that" is used in three of the examples above, and when it is used as it is in the examples, "that" replaces the comma which would be necessary without "that" in the sentence. You usually have a choice, then, when you begin a sentence with a phrase such as "Thoreau says." You either can add a comma after "says" (Thoreau says, "quotation")  or you can add the word "that" with no comma (Thoreau says that "quotation.")

2. Use short quotations--only a few words--as part of your own sentence.

**Example:** In "Where I Lived, and What I Lived For," Thoreau states that his retreat to the woods around Walden Pond was motivated by his desire "to live deliberately" and to face only "the essential facts of life"()

**Example:** Although Thoreau "drink[s] at" the stream of Time, he can "detect how shallow it is"()

When you integrate quotations in this way, you do not use any special punctuation. Instead, you should punctuate the sentence just as you would if all of the words were your own.

Notice the commas and periods go inside the final quotation mark ("like this."). For whatever reason, this is the way we do it in America. In England, though, the commas and periods go outside of the final punctuation mark.

Question marks and exclamation points go outside of the final quotation mark if the punctuation mark is part of your sentence--your question or your exclamation ("like this"?). Those marks go inside of the final quotation mark if they are a part of the original--the writer's question or exclamation ("like this!").

There are some exceptions to the rules below, but they should help you use the correct punctuation with quotations most of the time.

* Rule 1: Someone says**,** "quotation." (If the word just before the quotation is a verb indicating someone uttering the quoted words, use a comma. Examples include the words "says," "said," "states," "asks," and "yells." But remember that there is no punctuation if the word "that" comes just before the quotation, as in "the narrator says that"()
* Rule 2: If Rules 1 does not apply, do not use any punctuation between your words and the quoted words.

Remember that a semicolon (**;**) never is used to introduce quotations and a colon is used if you use a complete sentence to introduce the quote. Example: Thoreau ends his essay with a metaphor: "Time is but the stream I go a-fishing in"()

***Directions:*** *Choose the correct integrated quote.*

1.

1. Thoreau asks "If the bell rings, why should we run?" (Jones 2).
2. Thoreau asks, "If the bell rings, why should we run?" (Jones 2).
3. Thoreau asks; "If the bell rings, why should we run?" (Jones 2).
4. Thoreau asks: "If the bell rings, why should we run?" (Jones 2)

2.

1. Thoreau says that "We are determined to be starved before we are hungry" (Jones 2).
2. Thoreau says that, "We are determined to be starved before we are hungry" (Jones 2).
3. Thoreau says that; "We are determined to be starved before we are hungry" (Jones 2).
4. Thoreau says that: "We are determined to be starved before we are hungry" (Jones 2).

3.

1. Thoreau’s decision to “live in the woods” because he “did not wish to practice resignation” led to his love of nature (Jones 2).
2. Thoreau’s decision, to “live in the woods” because he “did not wish to practice resignation” led to his love of nature (Jones 2).
3. Thoreau’s decision to “live in the woods,” because he “did not wish to practice resignation” led to his love of nature (Jones 2).
4. Thoreau’s decision to “live in the woods” because he “did not wish to practice resignation,” led to his love of nature (Jones 2).

4.

1. Thoreau explains why he decided to live in the woods when he says that: "I did not wish to live what was not life, living is so dear; nor did I wish to practice resignation, unless it was quite necessary" (Jones 2).
2. Thoreau explains why he decided to live in the woods when he says that, "I did not wish to live what was not life, living is so dear; nor did I wish to practice resignation, unless it was quite necessary" (Jones 2).
3. Thoreau explains why he decided to live in the woods when he says that; "I did not wish to live what was not life, living is so dear; nor did I wish to practice resignation, unless it was quite necessary" (Jones 2).
4. Thoreau explains why he decided to live in the woods when he says that "I did not wish to live what was not life, living is so dear; nor did I wish to practice resignation, unless it was quite necessary" (Jones 2).

5.

a. Thoreau argues that people blindly accept "shams and delusions" as the "soundest truths," while regarding reality as "fabulous"(Jones 2)

b. Thoreau argues that people blindly accept "shams and delusions" as the "soundest truths" while regarding reality as "fabulous"(Jones 2)

c. Thoreau argues that people blindly accept: "shams and delusions" as the "soundest truths," while regarding reality as "fabulous"(Jones 2)

d. Thoreau argues that people blindly accept "shams and delusions" as the "soundest truths," while regarding reality as "fabulous."(Jones 2)

6.

a. Thoreau summarizes how he thinks we can improve our lives "Simplify, simplify."

b. Thoreau summarizes how he thinks we can improve our lives, "Simplify, simplify."

c. Thoreau summarizes how he thinks we can improve our lives; "Simplify, simplify."

d. Thoreau summarizes how he thinks we can improve our lives: "Simplify, simplify."