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Севастопольский национальный технический
университет

МЕТОДИЧЕСКИЕ УКАЗАНИЯ
по курсу
«Практика письменной речи»
для студентов 2-го курса
направления 6.020303 «Филология»
специальности 7.02030304 «Перевод»
дневной формы обучения

**Севастополь
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УДК 800

«Практика письменной речи» : методические указания по курсу «Практика письменной речи» (употребление запятой в сложных предложениях) для студентов 2-го курса направления 6.020303 «Филология» специальности 7.02030304 «Перевод» дневной формы обучения / Сост. Л.М. Абросимова, доцент кафедры ТПП, Я.Я. Хилинская. Севастополь: Изд-во СевНТУ, 2010 г. – 16с.

Цель методических указаний – ознакомиться со спецификой употребления запятой в сложных предложениях английского языка, проверить и закрепить правила использования запятой в данных предложениях. Предназначено для студентов 2-го курса АЯ кафедры ТПП, изучающих дисциплину «Практика письменной речи», а также для студентов других специальностей, которые интересуются вопросами пунктуации английского языка.

Методические указания рассмотрены и утверждены на заседании кафедры ТПП (протокол № 10 от 25.06.2010г.).

Допущено учебно-методическим центром и научно-методическим советом СевНТУ в качестве методических указаний.

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PART 1

THE COMMA IN COMPOUND SENTENCES

Exercise 1

Group the following sentences according to the given rules:

Rule 1 The comma is used in a compound sentence to separate independent clauses joined by one of the coordinate conjunctions **and**, **but**, **or**, **nor**, and **while** when it means the same as **but**.

E.g. *Suddenly everyone had to reek like an animal, **and** Baldini had to rework his rosemary into hair oil and sew the lavender into sachets.*

Rule 2 The comma is used in a compound sentence when the simple sentences are joined without any conjunction.

E.g. *He was deathly afraid, his whole body shook with the raw fear of death.*

Rule 3 The comma may be omitted in a compound sentence if its clauses are very short and closely connected.

E.g. *He drank it reverently **and** he sat upright on the sofa to do so.*

1. The rivers stank, the marketplaces stank, it stank beneath the bridges and in the places.
2. He knew a dozen wet nurses and orphanages in the neighborhood, but that was too near, too close for comfort.
3. Now he was old and exhausted and he did not know current fashion and modern tastes.
4. Here lay the ships, pulled up on to shore or moored to posts, and they smelled of coal and grain and hay and damp ropes.
5. It had a simple smell, but at the same time it smelled immense and unique.
6. Only sick babies smell, everyone knows that.
7. A slightly crippled foot left him with a limp, but he lived.
8. The angel was divided into thirty pieces, every animal in the pack snatched a piece for itself.
9. She only wanted the pain to stop, she wanted to put this revolting birth behind her as quickly as possible.
10. And then he had sprinkled himself all over with the contents of the bottle and all at once he had been bathed in beauty like blazing fire.

Exercise 2

Insert commas if necessary:

1. The fool sees with his nose' rather than his eyes and apparently the light of God-given reason would have to shine yet another thousand years.
2. He could eat watery soup for days on end he managed on the thinnest milk.
3. Then the nose wrinkled up and the child opened its eyes.
4. The top logs gave off a sweet burnt smell and up from the depths of the cord came a mossy aroma.
5. He had triumphed and he possessed a small quantum of freedom sufficient for survival.
6. He saw nothing he heard nothing he felt nothing.
7. And once again, she received in return only these stupid slips of paper and once again within two years they were as good as worthless and by 1797 she had lost her entire fortune.
8. It had arisen from them and they had been steeped in it over and over again.
9. He did not merely smell the mixture of odours in the aggregate but he dissected it analytically into smallest and most remote parts and pieces.
10. Others were new to him and he filtered them out.
11. Through the wrought-iron gates came the smells of coach leather and over the high walls passed the garden odours of broom and roses and freshly trimmed hedges.
12. So immobile was he he looked like part of his own inventory
13. The display was not as spectacular as the fireworks but it was impressive nevertheless.
14. Normally human odour was nothing special or it was ghastly.
15. Her arms were very white and her hands were yellow with juice of the halved plums.

PART 2

THE COMMA IN COMPLEX SENTENCES

Exercise 1

Group the following sentences according to the given rules:

Rule 1 Commas are not used before nominal (subject, predicative, object) clauses (before **that**, **what**, **where**, **when**, **if**, etc in reported speech, after verbs of saying and thinking)



E.g. *They probably realized **that** he could not be destroyed.*

Rule 2 Commas are not used with ‘identifying relative clauses’ (in cases where the relative clause is necessary to give the subject a clear meaning). When there is just some additional information in a sentence the comma is used.

E.g. *In eighteenth-century France there lived a man **who** was one of the most gifted and abominable personages in an era that knew no lack of gifted and abominable personages.*

*How could an infant, **which** does not yet know sin even in its dreams, have an odour?*

Rule 3 Commas are often used after ‘adverbial clauses’ when these come first in a sentence. When they come after the main clause, it is more usual not to have a comma.

E.g. ***When** the labour pains began, Grenouille’s mother was standing at a fish stall in the rue aux Fers.*

*It happened first on that March day **as** he sat on the cord of wood.*

Rule 4 Comma is used before **for** when the word for is the conjunction in a sentence.

E.g. *He understood it, too, **for** he had often been sent to fetch wood in winter.*

1. They write tracts or so-called scientific masterpieces that put anything and everything in question.
2. Terrier carefully placed the basket on the ground, for he could sense rising within him the first waves of his anger at this obstinate female.
3. The monk poked about in the basket with his finger until he had exposed the face of the sleeping infant.
4. The scent was so exceptionally delicate and fine that he could not hold on to it.
5. There was that upstart Brouet from the rue Dauphine, who claimed to have the greatest line of pomades in Europe.
6. Sometimes when he had business on the left bank, he would not walk across the island and the Pont Saint-Michel.
7. He was upset that he had ever opened the gate.
8. He felt naked and ugly as if someone were gaping at him.
9. A perfumer was fifty per cent alchemist who created miracles
10. And that did not suit him at all, for he was well over sixty.

Exercise 2

Insert commas if necessary:

1. Man’s misfortune stems from the fact that he does not want to stay in the room where he belongs.
2. While the child’s dull eyes squinted into the void the nose seemed to fix on a particular target.
3. He was very suspicious of inventions for they always meant that some rule would have to be broken.
4. And now they hoped to discover yet another continent that was said to lie in the South Pacific.
5. When I go out on the street I can’t take three steps before I’m hedged in by folk wanting money.
6. I can only presume that it would certainly do no harm to this infant if he were to spend a good while yet lying at your breast.
7. And although he had closed the doors to his study and asked for peace and quiet he had not sat down at his desk to ponder and wait for inspiration for he knew that inspiration would not strike.
8. If he then bought adequate supplies of musk Pelissier would take a notion to create a perfume called ‘forest blossom’ which would be an immediate success.
9. Since he knew the smell of humans, he could not conceive of how such an exquisite scent could be emitted by a human being.
10. Grenouille knew for the certain that unless he possessed this scent his life would have no meaning.
11. After he had smelled the last faded scent of her he crouched beside her for a while for he was brimful with her.
12. Grenouille smelled his way down the dark and out on to the rue des Petits Augustins which lay parallel to the rue de Seine and led to the river.
13. After today he felt as if he finally knew who he really was.
14. He felt much as would a man of spotless character who does some forbidden deed for the first time who uses underhand tricks when he plays a game.
15. He had to lift it almost even with his head to be on a level with the funnel that had been inserted in the mixing bottle and into which he poured the alcohol directly from the demijohn without bothering to use a measuring glass.



PART 3

Exercise 1

Group the following sentences according to the use or absence of commas:

1. The setting for these debaucheries was the inner most empire where he had buried the husks of every odour encountered since birth.
2. If this repulsive aperitif did not quite get him into stride he would allow himself a brief, odoriferous detour to Grimal's for a whiff of the stench of raw, meaty skins and tanning broths.
3. Like a thunderstorm he rolled across these odours that had dared offend his patrician nose.
4. Grenouille quivered with excitement his body writhed with voluptuous delight.
5. This was almost his favorite routine in the whole repertoire of his innermost universal theatre for it imparted to him the wonderful sense of righteous exhaustion that comes after only truly grand heroic deeds.
6. Meanwhile so many people had become involved in unloading and inventorying the kegs that he was sure to be noticed.
7. The proprietor had died the winter before and his widow was managing the business alone.
8. Two hours later he was standing on a rise and before him was spread a valley several miles wide.
9. The odour was so pungent that many a guest lost his appetite for his meal.
10. The gentlemen who lived behind these modest sham facades reeked of gold and power.

Exercise 2

Insert commas if necessary:

1. When the House of Giuseppe Baldini collapsed Grenouille was already on the road to Orleans.
2. But except for that one proviso which for him was simply a constitutional limitation the further Grenouille got from Paris.
3. Most liberating for him was the fact that other people were so far away.
4. Its streets and squares teemed with them and the houses were crammed full of them from cellars to attics.
5. There was hardly a corner of Paris that was not paralyzed with people, not a stone, not a patch of earth that did not reek of humans.

6. As he began to withdraw from them it became clear to Grenouille for the first time that for eighteen years their compacted human effluvium had oppressed him like air heavy with an imminent thunderstorm.
7. It was not the world it was the people in it.
8. Long before any visible sign indicated that he was in the vicinity of a city Grenouille sensed a condensation of human stuff in the air.
9. He headed straight across country and put up with mile-long detours whenever he caught the scent of a troop of riders still several hours distant.
10. The earth was not cleaned of them for even in sleep they exuded their odour which then forced its way out between the cracks of their dwellings and into the open air.
11. As the sun rose he was still standing on the same spot his nose held up to the air.
12. He even used his eyes to aid him as the sun rose and he scanned the horizon for the least sign of human presence.
13. It was not much but if he patiently licked at it for an hour he could quench his daily need for liquids.
14. But he could sit, and if he curled up could even lie down.
15. At the end of the tunnel it was pitch-black night even during the day it was deathly quite and the air he breathed was moist, salty, cool.

Exercise 3

In the following passage we have deliberately introduced some errors in punctuation. Remove all misused commas, add any that are needed, and leave those that are correctly used:

Another perfume in his arsenal was a scent for arousing sympathy, that proved effective with middle-aged and elderly women. It smelled of watery milk and fresh soft wood. The effect that Grenouille created with it was of a poor, pale lad in a frayed jacket, who simply had to be helped. Once they caught a whiff of him, the market women filled his pockets with nuts and dried pears, because he seemed to them so hungry and helpless. And the butcher's wife let him pick out smelly old scraps of meat and bone for his odour of innocence touched her mother's heart. He then took these scraps and use them as the main component for an odour, that he applied when he wanted to be avoided and left completely alone. It surrounded him with a slightly nauseating aura, like the rancid breath of an old slattern's mouth when she awakens. It was so effective, that even Druot would automatically turn aside and go in search of fresh air. As he was protected by this various



odours which he changed like clothes as the situation demanded and which permitted him to move undisturbed in the world of men and to keep his true nature from them, Grenouille devoted himself to his real passion. And because he had a great right under his nose he not only went about the task with burning zeal, but he also systematically planned how to sharpen his weapons, polish his techniques and gradually perfect his methods.

KEYS

Part 1

The Comma in Compound Sentences

Exercise 1

Rule 1:

- 2 –He knew a dozen wet nurses and orphanages in the neighborhood, but that was too near, too close for comfort.
- 4 – Here lay the ships, pulled up on to shore or moored to posts, and they smelled of coal and grain and hay and damp ropes.
- 5– It had a simple smell, but at the same time it smelled immense and unique.
- 7 – A slightly crippled foot left him with a limp, but he lived.

Rule 2:

- 1 – The rivers stank, the marketplaces stank, it stank beneath the bridges and in the places.
- 6 – Only sick babies smell, everyone knows that.
- 8 – The angel was divided into thirty pieces, every animal in the pack snatched a piece for itself.
- 9 – She only wanted the pain to stop, she wanted to put this revolting birth behind her as quickly as possible.

Rule 3:

- 3 – Now he was old and exhausted and he did not know current fashion and modern tastes.
- 10 – And then he had sprinkled himself all over with the contents of the bottle and all at once he had been bathed in beauty like blazing fire.

Exercise 2

1. The fool sees with his nose' rather than his eyes, and apparently the light of God-given reason would have to shine yet another thousand years.
2. He could eat watery soup for days on end, he managed on the thinnest milk.
3. Then the nose wrinkled up, and the child opened its eyes.
4. The top logs gave off a sweet burnt smell, and up from the depths of the cord came a mossy aroma.
5. He had triumphed and he possessed a small quantum of freedom sufficient for survival.
6. He saw nothing, he heard nothing, he felt nothing.
7. And once again, she received in return only these stupid slips of paper, and once again within two years they were as good as worthless, and by 1797 she had lost her entire fortune.
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9. He did not merely smell the mixture of odours in the aggregate, but he dissected it analytically into smallest and most remote parts and pieces.
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12. So immobile was he, he looked like part of his own inventory
13. The display was not as spectacular as the fireworks, but it was impressive nevertheless.
14. Normally human odour was nothing special, or it was ghastly.
15. Her arms were very white and her hands were yellow with juice of the halved plums.

Part 2

The Comma in Complex Sentences

Exercise 1

Rule 1:

- 4 – The scent was so exceptionally delicate and fine that he could not hold on to it.
- 7 – He was upset that he had ever opened the gate.

Rule 2:

- 1 - They write tracts or so-called scientific masterpieces that put anything



and everything in question.

- 8 – There was that upstart Brouet from the rue Dauphine, who claimed to have the greatest line of pomades in Europe.
- 9 – A perfumer was fifty per cent alchemist who created miracles

Rule 3:

- 3 – The monk poked about in the basket with his finger until he had exposed the face of the sleeping infant.
- 6 – Sometimes when he had business on the left bank, he would not walk across the island and the Pont Saint-Michel.
- 8 – He felt naked and ugly as if someone were gaping at him.

Rule 4:

- 2 – Terrier carefully placed the basket on the ground, for he could sense rising within him the first waves of his anger at this obstinate female.
- 9 – And that did not suit him at all, for he was well over sixty.

Exercise 2

1. Man's misfortune stems from the fact that he does not want to stay in the room where he belongs.
2. While the child's dull eyes squinted into the void, the nose seemed to fix on a particular target.
3. He was very suspicious of inventions, for they always meant that some rule would have to be broken.
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5. When I go out on the street, I can't take three steps before I'm hedged in by folk wanting money.
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an exquisite scent could be emitted by a human being.

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Part 3 Exercise 1

a) The comma is used:

2. If this repulsive aperitif did not quite get him into stride, he would allow himself a brief, odoriferous detour to Grimal's for a whiff of the stench of raw, meaty skins and tanning broths.
4. Grenouille quivered with excitement, his body writhed with voluptuous delight.
5. This was almost his favorite routine in the whole repertoire of his innermost universal theatre, for it imparted to him the wonderful sense of righteous exhaustion that comes after only truly grand heroic deeds.
8. Two hours later he was standing on a rise, and before him was spread a valley several miles wide.

b) The comma is not necessary:

1. The setting for these debaucheries was the inner most empire where he had buried the husks of every odour encountered since birth.
3. Like a thunderstorm he rolled across these odours that had dared offend his patrician nose.
6. Meanwhile so many people had become involved in unloading and inventorying the kegs that he was sure to be noticed.
7. The proprietor had died the winter before and his widow was managing



the business alone.

9. The odour was so pungent that many a guest lost his appetite for his meal.
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Exercise 2

1. When the House of Giuseppe Baldini collapsed, Grenouille was already on the road to Orleans.
2. But except for that one proviso, which for him was simply a constitutional limitation, the further Grenouille got from Paris.
3. Most liberating for him was the fact that other people were so far away.
4. Its streets and squares teemed with them, and the houses were crammed full of them from cellars to attics.
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Exercise 3

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