

Wielding the Red Pen

AP style, grammar, punctuation, etc.

ISWNE conference – July 13, 2018

Quiz question 1

Which is correct?

- A) The new bank opened their headquarters at Main and Maple Streets.
- B) The new bank opened its headquarters at Main and Maple Streets.
- C) The new bank opened their headquarters at Main and Maple streets.
- D) The new bank opened its headquarters at Main and Maple streets.

Quiz question 2

The large retail chain is...

- A) Wal-Mart
- B) Walmart
- C) Either is OK

Quiz question 3

The federal law governing privacy and medical records is...

- A) HIPAA
- B) HIPPA
- C) HIPPO
- D) HIP, HIP HOORAY

Bonus: What does the acronym stand for?

Quiz question 4

Academic degrees should be written:

- A) Lower case all – a bachelor of arts, a bachelor's degree
- B) Capitalize all – a Bachelor of Arts, a Bachelor's degree
- C) Lower case formal, capitalize shorthand – a bachelor of arts, a Bachelor's degree
- D) Capitalize formal, lower case shorthand – a Bachelor of Arts, a bachelor's degree

Quiz question 5

Titles for people are...

- A) Capitalized only before a name – Chairman Rodney Monroe
- B) Capitalized in any reference – Rodney Monroe, the company's Chairman
- C) Capitalized only before a name, with the exception of U.S. President, which always is capitalized
- D) Never capitalized

Quiz question 6

When referring to the different sides on abortion, use...

- A) “Pro-life” and “pro-choice”
- B) “Pro abortion” and “anti abortion”
- C) “Abortion rights” and “anti abortion”
- D) Don’t use any shorthand phrases like these

Quiz question 7

When referring to laws in Oregon and elsewhere on the right to die, use:

- A) Assisted suicide
- B) Euthanasia
- C) Medical Aid in Dying
- D) Any of the above terms

Quiz question 8

In statistics, the average is:

- A) The mode
- B) The median
- C) The mean
- D) The middle percentile

Quiz question 9

A defendant is allowed to be released on jail on:

- A) \$25,000 bail
- B) \$25,000 bond
- C) A defendant is never allowed to be released from jail

Quiz question 10

Which reference is correct?

- A) The Veterans Administration hospital
- B) The Bureau of Alcohol, Tobacco and Explosives
- C) The Centers for Disease Control and Prevention
- D) The Department of Homeland Safety
- E) More than one is correct

Quiz question 11

Which name is correct?

- A) Procter & Gamble
- B) McDonalds
- C) Macys
- D) J.C. Penny

Quiz question 12

Which is correct?

- A) The school band is comprised of woodwind, brass and percussion instruments.
- B) The school band makes up woodwind, brass and percussion instruments.
- C) The school band constitutes woodwind, brass and percussion instruments.
- D) None of the above

Quiz question 13

In a news story, say a person...

- A) Passed on
- B) Passed away
- C) Died
- D) All are acceptable

Quiz question 14

Which is a correct reference to height?

- A) 6 feet 2
- B) 6 feet, 2
- C) 6 foot, 2 inches
- D) 6 feet, 2 inches

Quiz question 15

Which is correct?

- A) The First Lady is leading a task force looking at Health Care.
- B) The First Lady is leading a task force looking at healthcare.
- C) The First Lady is leading a task force looking at health care.
- D) The first lady is leading a task force looking at health care.

Quiz question 16

Which is correct?

- A) Police are investigating the murder of a 16-year-old boy.
- B) Police are investigating the murder of an 18-year-old man.
- C) Police are investigating the homicide of a 17-year-old man.
- D) None is correct.

Quiz question 17

Which is correct?

- A) ATM machine
- B) Zip code
- C) PIN number
- D) Kim Kardashian West has her own entry in the AP Stylebook

Quiz question 18

Which is correct?

- A) I will lie the book on the table.
- B) He lies on the beach all day.
- C) The prosecutor tried to lie the blame on him.
- D) Like a bridge over troubled water, I will lie me down.
- E) Two of the above are correct.

Quiz question 19

Punctuation

A semicolon is used to:

- A) Indicate a greater separation of thought than a comma, but less separation than a period
- B) Clarify a series, specifically when commas are used in items within the series
- C) To link independent clauses
- D) All of the above

Quiz question 20

The serial comma, used in a series just before “and,” is:

- A) Also known as the Oxford comma
- B) Is sometimes necessary for clarity
- C) Is always a waste of a character
- D) Both A and B
- E) Both A and C

Quiz question 21

A dash is used to...

- A) Denote an abrupt change
- B) For a series within a phrase
- C) For attribution
- D) All of the above

Quiz question 22

After a colon, the first letter of the next word is...

- A) Never capitalized
- B) Always capitalized
- C) Only capitalized if it's a proper name
- D) Capitalized if it's a proper name or it starts a sentence

Quiz question 23

A 21-gun salute...

- A) Is often given at ceremonies for Memorial Day and Veterans Day
- B) Is when seven rifles are each fired three times
- C) Both A and B
- D) Is generally reserved for a president or foreign head of state

Quiz question 24

Which of these phrases is to be avoided?

- A) Killed himself
- B) Committed suicide
- C) Took her own life
- D) Died by suicide

Quiz question 25

The proper use of an ellipsis is...

- A) Jan and Vickie...organized a good conference.
- B) Jan and Vickie... organized a good conference.
- C) Jan and Vickie ...organized a good conference
- D) Jan and Vickie ... organized a good conference.

And now...

The answers

Quiz answer 1

Which is correct?

- A) The new bank opened their headquarters at Main and Maple Streets.
- B) The new bank opened its headquarters at Main and Maple Streets.
- C) The new bank opened their headquarters at Main and Maple streets.
- D) **The new bank opened *its* headquarters at Main and Maple streets.**

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The large retail chain is...

A) Wal-Mart

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The federal law governing privacy and medical records is...

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Bonus: What does the acronym stand for?

Health Insurance Portability and Accountability Act

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- D) **Capitalize formal, lower case shorthand – a Bachelor of Arts, a bachelor’s degree**

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- B) The First Lady is leading a task force looking at healthcare.
- C) The First Lady is leading a task force looking at health care.
- D) **The *first lady* is leading a task force looking at *health care*.**

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- B) Zip code (ZIP)
- C) PIN number
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- C) To link independent clauses
- D) All of the above**

Examples:

- “He is survived by a son, John Smith of Chicago; three daughters, Jane Smith of Wichita, Kansas, Mary Smith of Denver, and Susan Smith of Boston; and a sister, Martha Smith of Omaha, Nebraska.”
- “The package was due last week; it arrived today.”

Quiz answer 20

The serial comma, used in a series just before “and,” is:

- A) Also known as the Oxford comma
- B) Is sometimes necessary for clarity
- C) Is always a waste of a character
- D) Both A and B**
- E) Both A and C

If you think it's never necessary, consider:

“I'd like to thank my parents, Mother Teresa and the pope.”

Quiz answer 21

A dash is used to...

- A) Denote an abrupt change
- B) For a series within a phrase
- C) For attribution
- D) All of the above**

Some examples:

- “Through her long reign, the queen and her family have adapted — usually skillfully — to the changing taste of the time.”
- “He listed the qualities — intelligence, humor, conservatism, independence — that he liked in an executive.”
- “Her father’s suspicions were correct — she did not care for Edward.”

Quiz answer 22

After a colon, the next word is...

- A) Never capitalized
- B) Always capitalized
- C) Only capitalized if it's a proper name
- D) **Capitalized if it's a proper name or it starts a sentence**

An example:

“The teacher gave a clear directive to the students: Put your heads on your desk and close your eyes.”

Quiz answer 23

A 21-gun salute...

- A) Is often given at ceremonies for Memorial Day and Veterans Day
- B) Is when seven rifles are each fired three times
- C) Both A and B
- D) Is generally reserved for a president or foreign head of state**

Journalists often confuse a “rifle salute” at ceremonies with a “21-gun salute” (which is done with an artillery battery)

Quiz answer 24

Which of these phrases is to be avoided?

- A) Killed himself
- B) Committed suicide**
- C) Took her own life
- D) Died by suicide

Also avoid “unsuccessful suicide attempt”

Quiz answer 25

It's a trick question:

Jan and Vickie organized a **terrific** conference.

But, from the earlier choices:

The proper use of an ellipsis is...

- A) Jan and Vickie...organized a good conference.
- B) Jan and Vickie... organized a good conference.
- C) Jan and Vickie ...organized a good conference
- D) **Jan and Vickie ... organized a good conference.**

Be AP Stylish like Kim



“I don’t go anywhere without my AP Stylebook. All of the cool people use it.”

— *Kim Kardashian West, 2018*

