

CHAPTER 25: Commas

Answer Key

PRACTICE 1

1. According to John L. Holland, the six basic types of jobs include realistic jobs[,]
conventional jobs[,] investigative jobs[,] artistic jobs[,] social jobs[,] and leadership jobs.[^]
2. When trying to choose a career, you should try a variety of jobs[,] work in different
places[,] and volunteer for various tasks.[^]
3. Realistic jobs involve working with tools[,] large machines[,] or other types of equipment.[^]
4. People who work with tools or machines are usually strong[,] competitive[,] and physically
healthy.[^]
5. Bank tellers[,] secretaries[,] office managers[,] and accountants have conventional jobs.[^]
6. People who describe themselves as outgoing[,] cooperative[,] helpful[,] and responsible have
social jobs.[^]
7. Eric Townsend wants to be a teacher[,] nurse[,] or social worker.[^]
8. Investigative workers often do market surveys[,] develop military strategies[,] or tackle
economic problems.[^]
9. Adela Sanchez is energetic[,] self-confident[,] and ambitious.[^]
10. Sanchez hopes to get a leadership job in sales[,] politics[,] or business.[^]

PRACTICE 2

1. Before a job interview you should do certain tasks. After contacting the company take some time to prepare for the interview. First of all do some research about the company. As soon as possible you could go on the Internet and find out about the company's performance. Certainly you can impress the hiring committee if you appear knowledgeable about the business.

2. Undoubtedly talking to new people adds to the stress of a job interview. Nonetheless you can do well if you are confident. In fact try to make direct eye contact with the interviewer. After a difficult question take the time you need to think about it. Of course it is important to answer questions honestly. However try to find a positive spin. For example the interviewer may ask why you left a previous job. At that moment do not criticize your former boss or complain about your former job. Instead simply say that you needed new challenges. Clearly it is important to be positive.

PRACTICE 3

1. Bill Gates, a successful businessman started out as a young entrepreneur. _____
2. Young entrepreneurs, showing ingenuity continue to develop interesting products. _____
3. Mark Zuckerberg, for example was a young college student when he and his friends developed Facebook. _____
4. Facebook a social Internet site, was first aimed at Harvard undergraduates in 2004. _____
5. Since then, millions of people have become members of Facebook. C_____
6. Evan Williams another young entrepreneur, created one of the first Web applications for blogs. _____
7. Google bought Williams's Web site, Blogger.com in 2003. _____

8. YouTube one of the fastest growing Web sites, was launched in 2006. _____
9. Three young friends, former PayPal employees created this popular site. _____
10. Risk takers, with insight and skill are finding creative ways to profit from the Internet.

PRACTICE 4

1. Many people have interesting, fulfilling and unique jobs. Newton Proust is a freelance greeting card writer. He writes verses for birthday cards, graduation cards, and sympathy cards. He feels that the sentiments expressed in a greeting card bring people together. To express accurate emotions Mr. Proust studies the latest cultural trends. In fact he constantly reads magazines, comic strips and pulp fiction to acquire knowledge of what people are thinking and feeling.
2. Angelica Pedersen a master coffee taster, travels to coffee-producing regions around the world. She works for Blue Coffee a small business. However the company is a supplier to some of the biggest coffee retailers in North America. Ms. Pedersen, an experienced professional must develop the perfect blend of coffee for her clients. She smells and tastes about three hundred cups of coffee per day. Clearly she loves her job and would not consider doing anything else.

PRACTICE 5

Dear Mr. Yamasaki,

I am looking for work and I saw an ad in the Boston Globe stating that your clinic needs a nurse. I am a nursing student and have just completed my studies. I am interested in the job so I have enclosed a résumé highlighting my skills in this field.

Your advertised position mentions shift work but this would not be a problem for me. I am able to work the day or night shift. I also know that nursing requires both physical strength and emotional stability and I have both of those qualities.

I am available for an interview at any time so please do not hesitate to contact me. Thank you for your consideration and I look forward to hearing from you.

Yours truly,

Jamilla Shabbaz

PRACTICE 6

1. Because first impressions count, it is important to dress well for an interview. C
2. Before you leave the house review your wardrobe. _____
3. Although your current boss may accept casual clothing, your future boss may object. C
4. Monica Zacharias wants to work as a restaurant manager, because she is ambitious. _____
5. Although she loves her tattoos she will cover them with clothing during the interview. _____
6. After she gets the job Zacharias will dress to show her personality. _____

7. When Clayton Townsend wore a T-shirt and baggy pants to the interview he was not hired. _____

8. Because Townsend wanted to be hired, he should have tried to make a better impression. C

9. After she left her job as a personnel director Amy Rowen started an employment consulting business. _____

10. According to Rowen, unless job applicants want to work in an artistic milieu they should wear conservative clothing to interviews. _____

PRACTICE 7

1. Jobs that are unusual can provide people with entertaining stories.

2. Lyle Baker who lived in Vancouver worked for the police department.

3. The department which had several police dogs trained the animals to find criminals.

4. Lyle who was a student acted as prey for the police dogs.

5. A piece of clothing that Lyle had worn would be shown to the dogs.

6. The job which required quick reflexes involved hiding from the animals.

7. Lyle who was young and agile would hide in the nearby woods.

8. Lyle's protective gear which included a plastic bat and a padded leather armpiece usually kept him safe.

9. One experience that left a scar on his leg occurred during the training.

10. A dog that found Lyle tried to pull him out of a tree.

11. Today, the scar which appears on Lyle's ankle is a souvenir from his summer job.

12. People who have scars usually have interesting stories to tell.

PRACTICE 8

Amanda Sitlali
33 Green Avenue

Las Vegas NV 89101

September 4 2008

Elwood River Rafting
1771 Center Street

Redwood Falls MN 56283

Dear Mr. Elwood

On Tuesday August 2 2008, I went on a river rafting expedition with your company.

When I returned home, I realized that I had lost a bracelet. It may have dropped inside the raft. The bracelet is made of gold, and it has great sentimental value. If you have found it, please contact my parents. They live at 34 Reed Avenue Redwood Falls. Their phone number is 309-555-3933.

Yours truly

Amanda Sitlali

FINAL REVIEW

1. On March 11, 2008 when I went to the airport for a winter vacation I saw several passengers in business suits with laptop computers. The passenger who was sitting beside me typed on his laptop during most of the flight. After we had spoken for a few minutes this man, Antonio Morales, told me about his travel fatigue. Morales who has a job at

Anderson Plastics, spends over 180 days a year on the road. On the day we met, he had to fly to Los Angeles, drive to San Diego and return to Los Angeles within twenty-four hours. Many people think that workplace travel is glamorous, because business travelers visit exotic places. Those who travel on a regular basis, however, can have physical and psychological problems.

2. Alina Tugend, a writer for the *New York Times* has written about the stressed business traveler. According to Tugend, business travel is not as exciting as it appears. Frequent travel, which is defined as six or more business trips each year can cause eating, sleeping and breathing disorders. It can also cause serious heart problems, that require hospitalization. Executive Ted Burke, for example, had a stroke that may have been linked to his long hours spent on airplanes.

3. The World Bank, which conducted a study in 1997 looked at health-care claim forms that were filed by workers. According to the study, male workers who traveled extensively filed 80 percent more forms than their colleagues, who did not travel. My travel companion, for example, suffers from stress-related ailments.

4. Businesses should reconsider the travel schedules of employees. Perhaps frequent travelers should be given days off to recuperate after trips and they should also be given fewer responsibilities after returning to work. If corporate culture does not change, good employees will leave their jobs. For example, although he loves working in sales, Morales is looking for a new job that requires less travel.