

## UNIT FOUR EXERCISE TWO: PUNCTUATION

**Directions:** *Punctuate the following. Not all of the sentences require additional punctuation. .*  
**[Return Completed Assignment to: [admin@tmlbusiness.com](mailto:admin@tmlbusiness.com). Please be sure to include your name].**

1. The executive watched the competition but the competition went ahead with the takeover.
2. During the meeting she was genial but shrewd.
3. Today more women are becoming executives in companies.
4. The job was difficult therefore he quit.
5. My suitcase contains files pencils books and paper.
6. We thought we would have to work late consequently we were happy to be home before dark.
7. My boss car was in the shop however she borrowed her husbands.
8. In preparation for the meeting Mr. Jones asked us to do three things set up the equipment dust the tables and empty the ashtrays.
9. We wanted to go to the partners meeting but we were unable to leave before weekend.
10. Lois resume arrived yesterday moreover she phoned for an interview next week.