

# Getting to know the handbook

[Sociology](#)



**ASSIGN  
BUSTER**

5. Page 505 of our handbook says that religions such as Christianity, Muslims, Jews, and Protestants should be capitalized.
6. Page 510 of our handbook says that the abbreviations BC and AD come after the date?
7. Page 140 of our handbook says that the topics to be included in a résumé for an application letter include the objective, educational achievements, work experience, and relevant skills.
8. Page 481 of our handbook says that semicolons should not be used between dependent and independent clauses, so the sentence is correct.
9. Page 480 of our handbook says that semicolons are used between two independent clauses, so the sentence is correct, and a semicolon should not be used before the word, however.
10. Page 487 of our handbook says that commas go inside quotation marks, so the correct sentence is: “ I think Sue likes me,” said Tom.
11. Page 507 of our handbook says that apostrophes are used to show possession, and contraction of letters. The correct sentence is: “ Are Dan’s children’s teachers using this book to its full potential?”  
The original sentence was wrong because the apostrophe came after the –s in children, and indicated “ its” as the possessive form of it.
12. Page 431 of our handbook says that pronouns referring to indefinite pronouns should be accurate in number. In the sentence, everyone and no one is singular indefinite pronouns, so the pronouns referring to them should be singular. The correct sentence is: “ Everyone should leave his or her books on my desk, but no one should leave his or her pencils on my desk.”
13. Page 475 of our handbook says that commas are before coordinating conjunctions. The commas are not used correctly in the sentence, and the <https://assignbuster.com/getting-to-know-the-handbook/>

correct sentence is, “ We went to the game and had a good time, but my brother, a student at MSU, fell out of the stands.”

14. Page 391 of our handbook says that using a comma only between two independent clauses creates a comma splice, but since it has one independent and one dependent clause, the sentence is correct.

15. Page 496 of our handbook says that “ well” is a common hyphenation pattern, so the hyphens are used correctly in the sentence.

16. Page 481 of our handbook says that semi-colons are used to separate items in a series that might be confusing if commas alone were used. The correct sentence is, “ I plan to visit Detroit, Michigan; Chicago, Illinois; Toledo, Ohio and Springfield, Missouri.

17. Page 511 of our handbook says that appropriate common abbreviations should be used, but some terms should be spelled out. The correct sentence is, “ Mr. Smith is from Michigan. He lives on Maple Boulevard. He is not in his office any Tuesday in September.

18. Everyone must be certain that they do his or her best on every assignment given.

19. Did anyone leave his or her books in the hall, or did some leave their books at home?

20. I think one must do his or her best to show his or her teacher he or she really cares about his or her studies.