

Booster 6: Avoiding run-on sentences

Key learning

A run-on sentence is when several sentences are written without any end-of-sentence markers between them. They are hard to read and are not correct.

You can avoid these by using full stops, question marks or exclamation marks to create separate, shorter sentences. You will have to adjust capital letters too.

Worked example:

Tick the correct sentences and put a cross against any incorrect sentences.

Rewrite any incorrect sentences.

1. Waterview Bistro is on the city circular bus route and just a 10-minute walk from Boxford Station.
2. Our restaurant is situated just outside the Curlew Shopping Centre we face directly onto the canal and have both indoor and outdoor seating areas.
3. When you reach the centre, look for the green signposts you can't miss our distinctive bright green entrance.

Answers:

1. Waterview Bistro is on the city circular bus route and just a 10-minute walk from Boxford Station. ✓
2. Our restaurant is situated just outside the Curlew Shopping Centre we face directly onto the canal and have both indoor and outdoor seating areas. ✗
Our restaurant is situated just outside the Curlew Shopping **Centre. We** face directly onto the canal and have both indoor and outdoor seating areas.
3. When you reach the centre, look for the green signposts you can't miss our distinctive bright green entrance. ✗
When you reach the centre, look for the green **signposts. You** can't miss our distinctive bright green entrance.

Your turn:

Read this letter of complaint, correcting the punctuation where you need to.

Dear Sir

I am writing to complain about your restaurant I visited with my friend last Tuesday 16 May the food was so salty we couldn't eat it and the service was awful.

When we complained to the waiter, he said it was our taste buds he was extremely rude he also said we were not entitled to a refund because we had eaten too much of the food.

Please could you send me a copy of your refund policy

Yours faithfully,

Mel Ace