**Punctuation – Practice**

**Add commas to the following sentences and the text below where required:**

1. Police officers can work more efficiently if they are better trained.
2. First of all young people are often not aware of the dangers that exist on the internet.
3. School children are very excited when police officers visit schools to teach them about road safety.
4. Moreover it is important to intensify cybercrime prevention for adults since most victims are older than fifty.
5. Finally senior citizens should be taught how to use the Internet safely for example in lectures which are organized by the police.
6. Although there are already various campaigns to prevent cybercrime many people still fall for simple tricks used by scammers.
7. In conclusion it can be said that it is necessary for the police to work together with the public so that fraudsters cannot feel safe.
8. After a new roundabout had been built traffic began to flow more smoothly in the local area.
9. If the police invest more in drones border patrol will be more effective.
10. Unfortunately unemployment has risen recently which means that the crime rate is going to increase soon.

1.There are several benefits of working for small companies. First of all

2. employees at small companies tend to be responsible for a greater variety 3. of tasks than at larger companies for example employees might be meeting 4. clients one day and planning a company event the next. Therefore they

5. have the possibility to develop a wider range of skills. A further benefit of

6. small companies is that the working atmosphere is usually more familiar.

7. Staff members often know each other and their superiors quite well.

8. Moreover it is easier to gain an overview of a company’s operations. As a

9. result employees can work more efficiently as they know who they can turn 10. to in case of problems. Finally many people prefer small companies since 11. there are better opportunities for promotion for instance if a sales

12. representative proves themself at a small company they may be asked to 13. head the entire sales department. However in a large company they would 14. only be promoted from junior to senior sales representative. All in all small 15. companies can be considered to be the best ones to work for.