



Capitalization and Punctuation



Capitalization

- Proper nouns and proper adjectives (Beverly Cleary and American citizen)
- Names of People (Harriet Tubman)
- Words used as names (Mother, Father, Aunt, Uncle ... when used as a name) Ask **Mother** what we're having for lunch. Ask my **mother** what we're having for lunch. The first sentence mother is used as a name, in the second sentence it describes someone.



Capitalization



- Geographic names (Earth)
- Titles used with names (Dr. Martin Luther King, Jr.)
- Historical events (Boston Tea Party)
- Abbreviations (M.D.)
- Organizations (Girl Scouts of America)
- Titles (Beauty and the Beast)
- First words in a sentence

Capitalization

- Days and months (June, Saturday)
- Names of religions, nationalities, languages (Christianity, Chinese, Spanish)
- Official names (Smile toothpaste)



Which change in capitalization should be made to this sentence?

the weather is cold today.

- A. capitalize the t in the
- B. capitalize the w in weather
- C. capitalize the t in today
- D. capitalize the c in cold

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Which change in capitalization should be made to this sentence?

Marcy rode to soccer practice with edward.

- A. capitalize the r in rode
- B. use a small m in Marcy
- C. capitalize the s in soccer
- D. capitalize the e in Edward

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Which sentence uses correct capitalization?

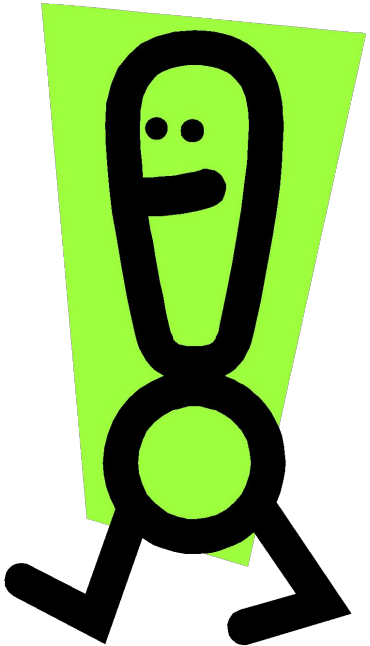
- A. Have you seen “star wars”?
- B. One of the main characters is Princess leia.
- C. My favorite character is Yoda.
- D. I would like to have a ship like the millennium falcon.

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End Marks



Periods

- At the end of a sentence (Please be quiet.)
- After an initial (Susan B. Anthony)
- As a decimal (\$2.50)
- After abbreviations (Mrs.)
- After final abbreviations (etc.)

Question Mark

- After a direct question (Do you want to visit other galaxies?)
- To show doubt (The ship arrived in Boston on July 23 (?), 1652.)



Exclamation Point

- To express strong feeling
 - Surprise!
 - Happy Birthday!
 - Wait for me!
-
- Never use double exclamation points in school writing assignments or in business letters.



Which change in end marks should be made to the sentence below?

Did you feed your dog this morning.

- A. The end mark should be a comma.
- B. The end mark should be an exclamation point.
- C. The end mark should be a colon.
- D. The end mark should be a question mark.

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Which change in punctuation should be made in the sentence below?

Why are you always late for class.

- A. Add a comma after you.
- B. Place an exclamation point at the end of the sentence.
- C. Add a comma after for.
- D. Change the period to a question mark.

Which change in punctuation should be made in the sentence below?

Why are you always late for class.

- A. Add a comma after you.
- B. Place an exclamation point at the end of the sentence.
- C. Add a comma after for.
- D. Change the period to a question mark.

Which sentence has the correct end punctuation?

- A. Where did you find that cute puppy.
- B. What a great big grin he has on his face!
- C. Roll over, you good girl?
- D. Why can't we keep her.

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- D. Why can't we keep her.

Other punctuation
marks

Comma

- Between items in a series (I know someone who likes pepperoni, pineapple, and olives on her pizza.)
- In dates and addresses (June 24, 2010)
- To keep numbers clear (1,000)
- To set off interruptions (As it turned out, however, Rodney sold the car.)
- To set off dialogue (The frog replied, “I’m waiting for the toad truck.”)

Comma

- In direct address (Please, Carla, find some new jokes.)
- Between two independent clauses (Aquarium workers love animals, so they rescue hurt ones.)
- In letter writing (Dear Uncle Jim,)
- To separate adjectives (I like the feel of cold, salty water when I go wading.)

Comma

- To set off interjections (Wow, look at that sunrise!)
- To set off appositives (My father, a great cook, makes the best egg rolls in town.)
- To set off introductory phrases and clauses (After checking my knee pads, I started off.)

Where should a comma be placed
in the sentence below?

Please place a pencil, a pair of scissors and
two sheets of paper on your desk.

- A. after the word paper
- B. after the word scissors
- C. before the word of
- D. after the word sheets

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Where should commas be placed
in the sentence below?

You must bring your ticket lunch and
spending money.

- A. after You and must
- B. after ticket and lunch
- C. after bring and lunch
- D. after your and ticket and lunch

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spending money.

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- B. after ticket and lunch
- C. after bring and lunch
- D. after your and ticket and lunch

Colon

- To introduce a list
- After a salutation in a business letter
(Dear Chairperson:)
- Between numbers in time (2:25)

Hyphen

- To divide a word when you run out of room at the end of the line (divide only at the syllables, never divide one syllable words or contractions)
- Between numbers in fractions

Apostrophe

- In contractions (can't)
- To form plurals (A's)
- In place of omitted numbers or letters (class of 91' or fixin' to go)
- To form singular possessives (sister's)
- To form plural possessives (girls')
- To form shared possessives (Jim, Jeb, and Jerry's fish)

Which word BEST fills in the blank
in the sentence below?

My unusual parrot _____ eat
a single cracker.

- A. won't
- B. wasn't
- C. isn't
- D. don't

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in the sentence below?

My unusual parrot _____ eat
a single cracker.

- A. **won't**
- B. wasn't
- C. isn't
- D. don't

Underlining

- For titles of plays, books, newspapers, magazines, television programs, movies, and CD's
- The Wiz (play)
- Exploring an Ocean Tide Pool (book)
- Pinky and the Brain (television program)
- The Prince of Egypt (movie)



Quotation Marks



- To set off a direct quotation
- Placement of punctuation (put other marks inside of the quotation mark)
- To punctuate titles (songs, poems, short stories, essays, and chapters of books, articles in newspapers, magazines, encyclopedia, or electronic sources)
- “America the Beautiful” (song)
- “McBroom Tells the Truth” (short story)
- “Water, Water Everywhere” (chapter)