

# Capitalization and Punctuation



## Topics Include:

Capitalization Overview, Names of People, Names of Places, Names of Things, End Punctuation, Apostrophes and Quotation Marks, Special Punctuation

# CONTENTS



<b>Introduction</b> .....	5		
<b>UNIT 1 Capitalization Overview</b> .....	6	<b>UNIT 4 Names of Things</b> .....	42
<b>LESSON</b>		<b>16</b> Brand Names .....	42
<b>1</b> First Word in a Sentence .....	6	<b>17</b> Organizations and Religions .....	44
<b>2</b> First Word in a Direct Quotation .....	8	<b>18</b> Titles of Works .....	46
<b>3</b> Greetings and Closings in Letters ....	10	<b>19</b> Days, Months, and Holidays .....	48
<b>4</b> The Personal Pronoun I and Interjection O .....	12	<b>Unit 4 Review</b> .....	50
<b>5</b> Outlines .....	14	<b>Unit 1–4 Review: Capitalization in Context</b> .....	52
<b>6</b> Proper Nouns .....	16		
<b>Unit 1 Review</b> .....	18	<b>UNIT 5 End Punctuation</b> .....	58
		<b>20</b> Periods .....	58
<b>UNIT 2 Names of People</b> .....	20	<b>21</b> Question Marks .....	60
<b>7</b> Names and Initials .....	20	<b>22</b> Exclamation Points .....	62
<b>8</b> Personal and Professional Titles .....	22	<b>23</b> Periods with Abbreviations and Initials .....	64
<b>9</b> Titles of Relationship .....	24	<b>Unit 5 Review</b> .....	66
<b>10</b> Nationalities and Languages .....	26		
<b>Unit 2 Review</b> .....	28	<b>UNIT 6 Commas</b> .....	68
		<b>24</b> Separating Items in a Series .....	68
<b>UNIT 3 Names of Places</b> .....	30	<b>25</b> Separating Parts of Addresses and Dates .....	70
<b>11</b> Names of Cities and Towns .....	30	<b>26</b> Connecting Parts of Compound Sentences .....	72
<b>12</b> Names of States, Countries, and Continents .....	32	<b>27</b> Setting Off Introductory Words .....	74
<b>13</b> Geographic Names .....	34	<b>28</b> Setting Off Separate Thoughts or Explanations .....	76
<b>14</b> Words Formed from Place Names ...	36	<b>Unit 6 Review</b> .....	78
<b>15</b> Direction Words .....	38		
<b>Unit 3 Review</b> .....	40		

<b>UNIT 7 Apostrophes and Quotation Marks</b> .....	80		
<b>29</b> Apostrophes to Show Ownership ....	80	<b>36</b> Parentheses and Brackets .....	96
<b>30</b> Apostrophes for Missing Letters .....	82	<b>Unit 8 Review</b> .....	98
<b>31</b> Quotation Marks for Direct Quotations .....	84	<b>Units 5–8 Review: Punctuation in Context</b> .....	100
<b>32</b> Special Uses of Quotation Marks ....	86	<b>Units 1–8 Review: Capitalization and Punctuation in Context</b> ...	104
<b>Unit 7 Review</b> .....	88	<b>Reference Guide</b> .....	106
<b>UNIT 8 Special Punctuation</b> .....	90	<b>Teacher’s Notes and Answer Key</b> .....	112
<b>33</b> Colons and Semicolons .....	90		
<b>34</b> Hyphens and Dashes .....	92		
<b>35</b> Ellipses and Slashes .....	94		

## 1

# FIRST WORD IN A SENTENCE

Each letter in the alphabet has two forms, capital and lowercase.

### CAPITAL LETTERS:

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### LOWERCASE LETTERS:

a b c d e f g h i j k l m n o p q r s t u v w x y z

a b c d e f g h i j k l m n o p q r s t u v w x y z

Begin the first word in every sentence with a capital letter.

## A

If the sentence is capitalized correctly, write *correct* on the line.

If you find an error, rewrite the sentence correctly.

1. the appearance of the sky can change very quickly.

\_\_\_\_\_

2. Storm clouds can rapidly turn the sky dark.

\_\_\_\_\_

3. big fluffy clouds remind me of pillows.

\_\_\_\_\_

4. once I saw a cloud that looked like a waterfall.

\_\_\_\_\_

5. Yesterday the sunset was especially beautiful.

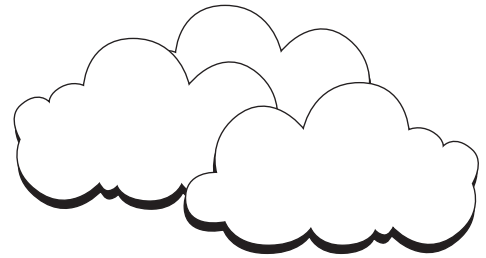
\_\_\_\_\_



**TROUBLESHOOTER**

How do you show that a lowercase letter should be capitalized? A proofreader draws three lines under it, like this:

there are about ten different kinds of clouds.



**Circle the word that correctly completes each sentence. Write it on the line.**

1. ( Clouds / clouds ) \_\_\_\_\_ that are wispy, curly, or stringy are called cirrus clouds.
2. ( If / if ) \_\_\_\_\_ a cloud is layered and flat on the bottom, it is called a stratus cloud.
3. ( Cumulus / cumulus ) \_\_\_\_\_ clouds look lumpy, puffy, or heaped.
4. ( Usually / usually ) \_\_\_\_\_, cirrus clouds mean that fair weather is ahead.
5. ( Gray / gray ) \_\_\_\_\_ layers of stratus clouds can stretch across the entire sky.



**First mark the errors. Then rewrite the paragraph correctly.**

we usually think of rainwater as clear and pure. the truth is that each raindrop forms around a tiny impurity. it might be a speck of salt from the ocean or a tiny grain of sand. other possibilities include meteor dust or bits of air pollution. raindrops form around each speck.

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## 2

# FIRST WORD IN A DIRECT QUOTATION

Begin the first word in a direct quotation with a capital letter. If the quotation is divided, do *not* begin the second part with a capital letter unless the second part is a new sentence.

**EXAMPLES:** Kalika said, "Let's take a nature hike today."  
 "The skyline trail," said Pancho, "is very scenic."  
 "Let's go," Kalika said. "The weather's perfect!"

## A

**Circle the word that correctly completes each sentence. Then write it on the line.**

- "Did you know," asked Jerome, ("That / "that ) \_\_\_\_\_  
 Thomas Edison is sometimes called the world's greatest inventor?"
- Ellen answered, ("Yes / "yes ) \_\_\_\_\_, I did."
- "In fact," Ellen continued, ("He / "he ) \_\_\_\_\_ patented  
 1,093 inventions in 60 years."
- Jerome said, ("No / "no ) \_\_\_\_\_ other person ever  
 invented so many things."
- "I read," Jerome went on, ("About / "about ) \_\_\_\_\_  
 his work habits."
- Ellen commented, ("When / "when ) \_\_\_\_\_ he was  
 working, he would take only short naps."
- Jerome asked, ("Wouldn't / "wouldn't ) \_\_\_\_\_ you think  
 he'd rather have a good night's sleep?"

## B

**Find the word in the box that correctly completes each sentence. Then write it on the line.**

Is / is

There / there

What / what

- "Genius," said Edison, "\_\_\_\_\_ one percent inspiration  
 and 99 percent perspiration."
- He also said, "\_\_\_\_\_ is no substitute for hard work."

3. Pamela asked, “\_\_\_\_\_ Edison the best role model for young scientists?”
4. “I think,” answered Rodney, “\_\_\_\_\_ are many good role models.”
5. “Have you ever wondered,” asked Pamela, “\_\_\_\_\_ we would do without telephones?”
6. “Yes, I have,” Rodney responded. “\_\_\_\_\_ do you think is Edison’s most important invention?”



## TROUBLESHOOTER

How do you show that a capital letter should be made lowercase?  
A proofreader draws a slanted line through it, like this:

*“I heard,” said Sachi, ~~T~~hat Edison had little time for social life.”*

## C

Mark the errors before rewriting the sentences.

1. “All problems,” said Jake, “Interested Edison.”  
\_\_\_\_\_
2. “To find a solution,” Jake continued, “He would try everything.”  
\_\_\_\_\_
3. “Edison was the first,” said Mina, “To establish the team concept of working on problems.”  
\_\_\_\_\_
4. “Before Edison’s time,” she added, “Experts did not usually work together to develop ideas.”  
\_\_\_\_\_
5. “As you know,” Mina went on, “Today it is standard practice to work in teams.”  
\_\_\_\_\_

# 3

## GREETINGS AND CLOSINGS IN LETTERS

Begin the first word in the greeting and the closing of a letter with a capital letter.

**EXAMPLE:** *Dear John,*  
*Truly yours,*

### A

Choose the word or words that correctly complete the greeting or closing. Write the answer on the line.

- |  |   |
|--|---|
| 1. _____ Mr. Easton:<br>( Dear / dear )            | 6. _____ nephew,<br>( Your loving / your Loving ) |
| 2. _____ yours,<br>( Sincerely / sincerely )       | 7. _____ Angelina,<br>( my Dearest / My dearest ) |
| 3. _____ Ms. Costello:<br>( My Dear / My dear )    | 8. _____,<br>( Sincerely / sincerely )            |
| 4. _____ sincerely,<br>( Yours Very / Yours very ) | 9. _____ yours,<br>( Very truly / Very Truly )    |
| 5. _____, Grandma!<br>( Hi / hi )                  | 10. _____ you,<br>( Missing / missing )           |

### B

Write a word from the box to correctly complete each greeting or closing.

Dear	dear	Sincerely	sincerely	Truly	truly	Your	yours
------	------	-----------	-----------	-------	-------	------	-------

- |                         |                        |
|-------------------------|------------------------|
| 1. _____ Mr. Napoli:    | 5. Most _____,         |
| 2. _____ yours,         | 6. _____,              |
| 3. Sincerely _____,     | 7. Very _____ yours,   |
| 4. My _____ Ms. Hiatte: | 8. _____ loving niece, |





TROUBLESHOOTER

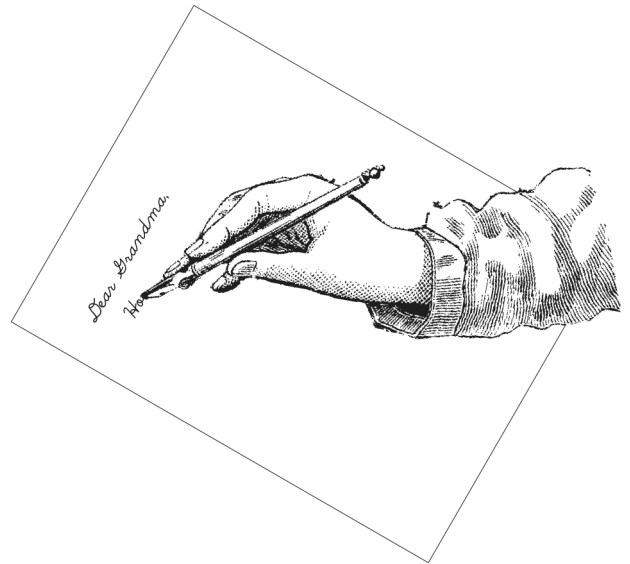
Remember:

To show that a capital letter should be lowercase, draw a slanted line through it, like this:

*Sincerely ~~Y~~ours,*

To show that a lowercase letter should be a capital letter, draw three lines under it, like this:

dear Mr. Jones:



Mark each error. Then rewrite the greeting or closing correctly on the line.

1. dear Kwan,

\_\_\_\_\_

6. To Whom It May Concern:

\_\_\_\_\_

2. Yours Very Truly,

\_\_\_\_\_

7. cordially Yours,

\_\_\_\_\_

3. my Dearest Elizabeth,

\_\_\_\_\_

8. hi, aunt Evelyn,

\_\_\_\_\_

4. dear Dr. Carpenter:

\_\_\_\_\_

9. until We Meet Again,

\_\_\_\_\_

5. Your Loving Grandson,

\_\_\_\_\_

10. greetings, citizens,

\_\_\_\_\_

# 4

## THE PERSONAL PRONOUN I AND INTERJECTION O

Always capitalize the pronoun *I*. (Do not capitalize the first letter of other personal pronouns, such as *it* and *she*, unless the pronoun begins a sentence.)

Always capitalize the interjection *O*. (Do not capitalize the word *oh* unless it begins a sentence.)

**EXAMPLES:** *I* will read you my line in the school play.  
“Hear our plea, *O* mighty king!”  
There are *oh* so many rehearsals scheduled.

### A

If the sentence is *correct*, write **C** on the line. If the sentence is not correct, rewrite it correctly.

1. After hearing your story, i have changed my mind.

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2. Did You know that i got a new job last month?

---

3. The people, o gracious queen, offer You these gifts.

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4. I remained silent, yet Oh how angry i was.

---

### B

Choose the word that correctly completes the sentence.  
Write it on the line.

1. On my trip, ( I / i ) \_\_\_\_\_ learned that Greenland is not really green.
2. Did ( You / you ) \_\_\_\_\_ know that only its coast is green?
3. Most of Greenland, ( I / i ) learned, is covered by ice and snow.