

**HIGH-INTEREST**

# LANGUAGE ARTS SKILLS & STRATEGIES

Commas After Phrases & Clauses  
Business Letters  
Compound Subjects  
Possessive Pronouns  
Denotation & Connotation  
Proofreading



LEVEL

**6**

**100 plus** REPRODUCIBLE ACTIVITIES

**CAPITALIZING THE NAMES OF PLACES**

Capitalize the names of streets, cities, states, and countries. Also capitalize the names of buildings, parks, mountains, and bodies of water.

Empire State Building  
Missouri River  
Tower of London

Dallas, Texas  
Thailand  
314 Rockaway Road



**Directions:** Below are some geographical names from all over the world. Some letters are missing. See if you can figure out what capital letter goes on each line. You may use an atlas or work with a partner.

1. \_\_\_\_ ebraska
2. \_\_\_\_ ustralia
3. \_\_\_\_ iffel \_\_\_\_ ower
4. \_\_\_\_ etroit, \_\_\_\_ ichigan
5. \_\_\_\_ tlantic \_\_\_\_ cean
6. \_\_\_\_ igeria
7. \_\_\_\_ ome, \_\_\_\_ laska
8. \_\_\_\_ elgium
9. \_\_\_\_ ombay, \_\_\_\_ ndia
10. \_\_\_\_ ntarctica
11. \_\_\_\_ iagara \_\_\_\_ alls
12. \_\_\_\_ reat \_\_\_\_ all of \_\_\_\_ hina
13. \_\_\_\_ ingapore
14. \_\_\_\_ ocky \_\_\_\_ ountains
15. \_\_\_\_ ulf of \_\_\_\_ exico
16. \_\_\_\_ ount \_\_\_\_ c \_\_\_\_ inley
17. \_\_\_\_ mazon \_\_\_\_ iver
18. \_\_\_\_ ahara \_\_\_\_ esert
19. \_\_\_\_ eath \_\_\_\_ alley
20. \_\_\_\_ uenos \_\_\_\_ ires,  
\_\_\_\_ rgentina

**Directions:** Choose five of the place names above. Use each in a sentence.

21. \_\_\_\_\_  
\_\_\_\_\_
22. \_\_\_\_\_  
\_\_\_\_\_
23. \_\_\_\_\_  
\_\_\_\_\_
24. \_\_\_\_\_  
\_\_\_\_\_
25. \_\_\_\_\_  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CAPITALIZING TITLES IN NAMES OF PEOPLE

It is easy to remember the rules of capitalization for some titles, because they are almost always used before a name: Mr. Klein, Ms. Garcia. You probably don't even think about the rule anymore because if you didn't capitalize these titles, it would look odd to you: mr. Klein, ms. Garcia. But other titles, such as "coach" and "senator," can easily be used without a name.

The **coach** told us to run laps. We talked to **Coach Garcia**.

One of our state **senators** came to the meeting. We voted for **Senator Collins**.

Remember these rules:

- Capitalize titles that are used as part of a person's name.
- Capitalize family titles that are used as names or as part of a person's name.
- Put a period after titles that are abbreviated.

Dr. Parish, Gov. Batinsky

**Directions:** Read each sentence. If the sentence contains no capitalization errors, write *OK* on the line. If it contains an error, write the word or words correctly on the line.

1. It is time to elect a club president. \_\_\_\_\_

Will president Richards start the meeting? \_\_\_\_\_

2. I hope grandma will like her surprise. \_\_\_\_\_

Mike's Grandma lives next door. \_\_\_\_\_

3. The governor lives in the center of town. \_\_\_\_\_

Deliver these notes to Governor Patterson. \_\_\_\_\_

4. Call doctor Pashar if you have any questions. \_\_\_\_\_

It takes many years of studying to become a Doctor. \_\_\_\_\_

5. All of Bryan's Cousins will be at the reunion. \_\_\_\_\_

I got a birthday card from Cousin Ollie. \_\_\_\_\_



**Directions:** On a separate sheet of paper, write two sentences for each title below. In the first sentence, use the title as a name or as part of a name. In the second sentence, use the title alone. Be sure to capitalize correctly.

6. dad

7. sergeant

8. congresswoman

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## CAPITALIZING NATIONALITIES AND LANGUAGES

Always capitalize nationalities and languages.

Philippines—Filipino

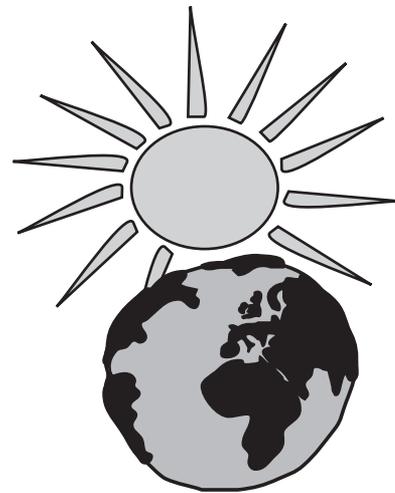
Switzerland—Swiss

Norway—Norwegian

Kenya—Kenyan

**Directions:** Complete the sentences by writing the nationality that goes with the country name. Use a dictionary if you need help.

1. Salem is from Algeria. He is \_\_\_\_\_.
2. Andranik is from Armenia. He is \_\_\_\_\_.
3. Joan is from Ireland. She is \_\_\_\_\_.
4. Monica is from Canada. She is \_\_\_\_\_.
5. Mushtaq is from Pakistan. He is \_\_\_\_\_.
6. Claude is from Belgium. He is \_\_\_\_\_.
7. Claire is from Senegal. She is \_\_\_\_\_.
8. Darwanto is from Malaysia. He is \_\_\_\_\_.
9. Svetlana is from Russia. She is \_\_\_\_\_.
10. Tuan is from Vietnam. He is \_\_\_\_\_.



**Directions:** The following words all mean “hello” in another language. See if you can match each word to the correct language in the box. Write the language on the line. Remember to capitalize the language. You may do research on the Internet.

german

turkish

italian

slovak

japanese

arabic

french

spanish

mandarin

swahili

11. Hola! \_\_\_\_\_
12. Bonjour! \_\_\_\_\_
13. Guten tag! \_\_\_\_\_
14. Konnichiwa! \_\_\_\_\_
15. Merhaba! \_\_\_\_\_
16. Ni hao! \_\_\_\_\_
17. Jambo! \_\_\_\_\_
18. Dobry den! \_\_\_\_\_
19. Salam alekom! \_\_\_\_\_
20. Buon giorno! \_\_\_\_\_

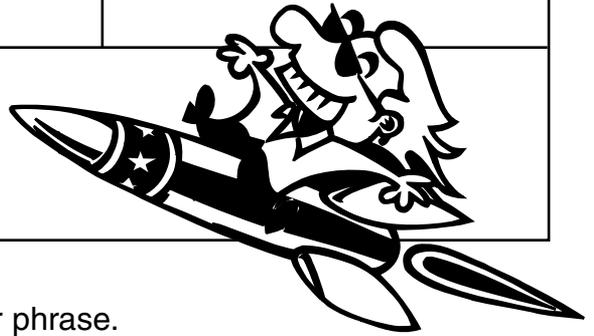
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**Date:** \_\_\_\_\_

## USING ABBREVIATIONS

Abbreviations are shortened versions of words or phrases. Notice that some, but not all, abbreviations require the use of capital letters and periods.

<p><b>TITLES</b>                  Dr. (Doctor)                  Sr. (Señor)                  Cpt. (Captain)                  R. N. (Registered Nurse)</p>	<p><b>TIME AND DATES</b>                  a.m. or A.M. (ante meridiem)                  p.m. or P.M. (post meridiem)                  Tues. (Tuesday)                  Nov. (November)</p>	<p><b>ADDRESSES</b>                  AZ (Arizona)                  Road (Rd.)</p>
<p><b>BUSINESSES</b>                  Co. (Company)                  Inc. (Incorporated)                  Corp. (Corporation)                  Ltd. (Limited)</p>	<p><b>UNITS OF MEASUREMENT</b>                  in. (inch)                  ft (feet)                  kg (kilogram)                  mph (miles per hour)</p>	<p><b>PHRASES</b>                  ASAP (as soon as possible)                  AWOL (absent without leave)</p>
<p><b>ORGANIZATIONS</b>                  NASA (National Aeronautics and Space Administration)                  NOW (National Organization for Women)                  ABC (American Broadcasting Corporation)</p>		



**Directions:** Write the abbreviation for each word or phrase.  
 Use a dictionary if you need help.

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| 1. Incorporated _____             | 6. Missus _____                   |
| 2. National Public Radio _____    | 7. Sergeant _____                 |
| 3. gallon _____                   | 8. Internal Revenue Service _____ |
| 4. South Dakota _____             | 9. route _____                    |
| 5. National Football League _____ | 10. quart _____                   |

**Directions:** Write the word or words these abbreviations stand for. Use a dictionary if you need help.

- |                   |                  |
|-------------------|------------------|
| 11. w/o _____     | 16. NYC _____    |
| 12. rpm _____     | 17. Pvt. _____   |
| 13. hr. _____     | 18. m.p.g. _____ |
| 14. MI _____      | 19. oz. _____    |
| 15. approx. _____ | 20. IA _____     |

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## USING END PUNCTUATION

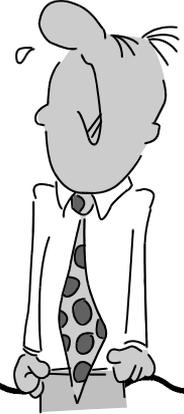
There are four kinds of sentences: declarative, interrogative, imperative, and exclamatory. All serve a different purpose. All begin with capital letters, but they use different end marks.

A declarative sentence tells something. It ends with a period. *His coat was raggedy.*

An interrogative sentence asks something. It ends with a question mark. *Why are you crying?*

An imperative sentence gives an order. It ends with a period or an exclamation point. *Be quiet! Go to sleep.*

An exclamatory sentence expresses strong feeling. It ends with an exclamation point. *That's disgusting!*



**Directions:** Add end punctuation to each sentence. Then label each *declarative, interrogative, imperative, or exclamatory.*

1. Mr. Vitorio picked up the papers \_\_\_\_\_
2. I am going to the store this afternoon \_\_\_\_\_
3. Would you like to have a slice of cake \_\_\_\_\_
4. Does Walter always work alone \_\_\_\_\_
5. What a great joke \_\_\_\_\_
6. Give me your hand \_\_\_\_\_
7. Do you remember nothing of what we did yesterday \_\_\_\_\_
8. Hey, look what I can do \_\_\_\_\_
9. The narrator is the person who is telling the story \_\_\_\_\_
10. Somebody stole my lunch \_\_\_\_\_
11. Stop this nonsense right now \_\_\_\_\_
12. I'm so clumsy \_\_\_\_\_
13. I don't think we'll have time to watch the whole show \_\_\_\_\_
14. Is it true that dogs are colorblind \_\_\_\_\_
15. How creepy that movie was \_\_\_\_\_
16. Ouch, I stubbed my toe \_\_\_\_\_
17. The legend says the gold is hidden somewhere on the island \_\_\_\_\_  
\_\_\_\_\_
18. Look out for that pothole \_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## MORE USING APOSTROPHES IN POSSESSIVE NOUNS

Follow these rules for forming the possessive forms of nouns.

- Add *-s* to singular nouns. (Tess's shoes)
- Add *'* to plural nouns that end in *-s*. (the boxes' labels)
- Add *-s* to plural nouns that do not end in *-s*. (the oxen's barn)

**Directions:** Write the possessive form of the noun in parentheses on the line.

1. \_\_\_\_\_ studies (women)
2. \_\_\_\_\_ residents (Shreveport)
3. \_\_\_\_\_ video game (Marcus)
4. \_\_\_\_\_ ladders (painter)
5. \_\_\_\_\_ habitat (deer)
6. \_\_\_\_\_ yard (John)
7. the \_\_\_\_\_ jobs (girls)
8. \_\_\_\_\_ zoo compound (zebras)
9. \_\_\_\_\_ hours (coffee shop)
10. the \_\_\_\_\_ wool (sheep)



**Directions:** Complete each sentence by writing the possessive form of the noun in parentheses on the line.

11. The \_\_\_\_\_ decision is final. (club members)
12. The \_\_\_\_\_ negative reaction to the play was unexpected. (audience)
13. The \_\_\_\_\_ performance of "The Star-Spangled Banner" was very moving. (seventh graders)
14. The coach criticized \_\_\_\_\_ method of pitching the softball. (Amy)
15. This \_\_\_\_\_ message is that sometimes you must take chances. (book)
16. The \_\_\_\_\_ medals sparkled in the sun. (athletes)
17. The author did a good job of explaining the \_\_\_\_\_ feelings. (characters)
18. The \_\_\_\_\_ handle broke while Bill was digging the hole. (shovel)
19. We will keep track of the \_\_\_\_\_ rate of growth for three weeks. (plants)
20. \_\_\_\_\_ special at Tribeca Café is chicken noodle soup and salad. (Today)

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## USING COMMAS IN DIRECT ADDRESS

Use commas to set off the name of someone who is being addressed, or spoken to, directly.

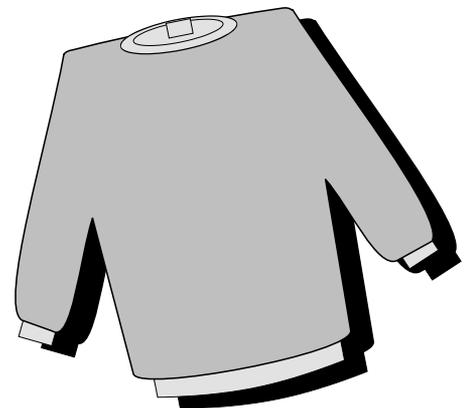
Candace, did you get your math done?

Let me carry that box out to your car, Grandma.

You know, Deshaun, you really should consider joining the chess club.

**Directions:** Read the sentences below. Which ones address someone directly?  
Add commas to those sentences.

1. Lindsey you are the funniest person I know.
2. Roberto I wish I had your musical talent.
3. I think Sandy is the tallest girl in class.
4. You should probably go to bed early tonight Marcie.
5. Brianna knows that I have to go with her.
6. Didn't I tell you that Victor was coming over?
7. Didn't we have a great time Sarah the last time we got together?
8. I need to tell Mr. Gatlin about the rehearsal.
9. I'd like to get to know you better Fred.
10. Did you find out when Uncle George will arrive?
11. I asked Courtney and Tina to clean up the kitchen.
12. Grandpa Herman isn't she funny?
13. I wish you'd loosen up a little Coach Patterson.
14. Ricky always wants to know where I'm going.
15. Thanks Mom for always being there for me.
16. Kyan how do you stay so cool under pressure?
17. I know who Chris hangs out with every day.
18. Jackie I wish I could see you more often.
19. I wonder where Brad is going tonight.
20. Tell me Rosie where did you get that sweater?



Name: \_\_\_\_\_

Date: \_\_\_\_\_

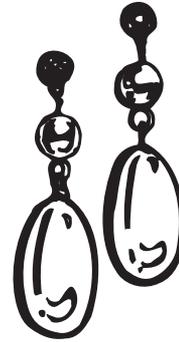
## USING COMMAS IN APPOSITIVES

An appositive is a word or phrase that defines or explains a noun in a sentence. Appositives must follow the noun they define and must be set off with commas.

Mackenzie, a talented musician, practices every day.  
Mackenzie plays the mandolin, a stringed instrument.

**Directions:** Find the appositive in each sentence. Add commas where needed.

1. Pam a jewelry designer likes making earrings for her friends.
2. We ate at the Hundley House Martinsville's oldest restaurant.
3. Gina and Eric classmates of mine are the editors of the school newspaper.
4. Henry broke his femur a bone in the leg.
5. Fontina an Italian cheese makes a nice change from mozzarella on a pizza.
6. Today in gym class we learned the do-si-do a square dance step.
7. The shark a hammerhead swam slowly past the diver.
8. The singer was accompanied by two instruments the piano and the flute.
9. Bill ordered a Reuben a sandwich with corned beef and sauerkraut.
10. The teacher asked Monty the tallest boy in the class to get the books off the top shelf.



**Directions:** Rewrite each sentence, adding an appositive.

11. Irene went to a concert at Hamlin Hall.  
\_\_\_\_\_
12. Her favorite band was playing.  
\_\_\_\_\_
13. Jules used two main colors for his painting.  
\_\_\_\_\_
14. Peter is absent today because he has the flu.  
\_\_\_\_\_
15. Amy made a dish with only three main ingredients.  
\_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## QUOTATION MARKS AND COMMAS IN DIRECT QUOTATIONS

When you write a speaker's exact words, you are writing a direct quotation. When a direct quotation comes at the end of a sentence, use a comma before the first quotation marks. Begin the direct quotation with a capital letter. Put the end mark inside the last quotation marks.

Lisa said, "Check out my new jeans!"

The rules are different when a direct quotation comes at the beginning of a sentence. If the direct quotation is a statement or a command, put a comma at the end of the direct quotation, inside the last quotation marks. If the direct quotation is an exclamation or a question, put the exclamation point or question mark inside the last quotation marks.

Statement: "They're nice," said Casey.

Command: "Turn around so we can see them," ordered Monica.

Question: "Did you get those for your birthday?" Tessa asked.

Exclamation: "Wow! Those are awesome!" Jennifer exclaimed.



**Directions:** Each sentence contains a direct quotation. Rewrite each sentence, adding commas, capital letters, and quotation marks.

1. Did you watch that program about Japan last night Tessa asked.

\_\_\_\_\_

2. Lisa answered no, our television is broken.

\_\_\_\_\_

3. It said that kids in Japan go to school 240 days a year Tessa said.

\_\_\_\_\_

4. Wow, that's 60 days longer than our school year Monica exclaimed.

\_\_\_\_\_

5. Yeah, and some Japanese students even attend classes on Saturday mornings continued Tessa.

\_\_\_\_\_

6. You're kidding exclaimed Jennifer.

\_\_\_\_\_

7. Monica said I'll bet they get a very good education.

\_\_\_\_\_

8. Tessa said did you know they don't have school buses in Japan.

\_\_\_\_\_

9. How do they get to school Monica asked.

\_\_\_\_\_

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_