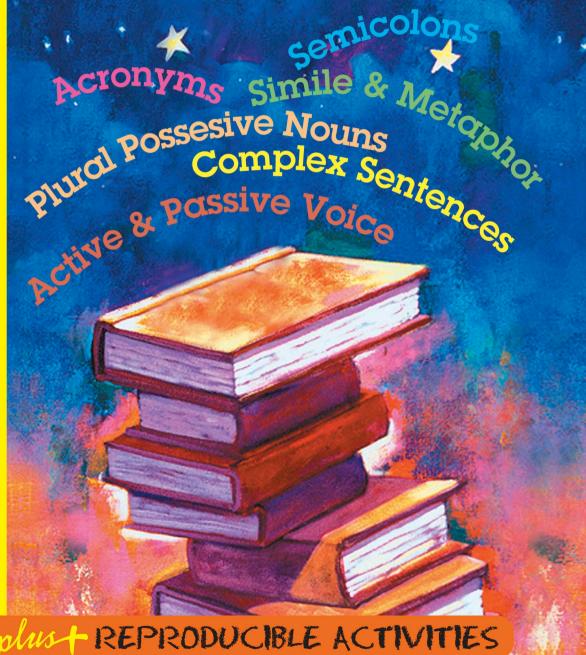


# LANGUACE ARIS SKILLS & STRATEGIES



LEVEL

# **CAPITALIZING NAMES OF EVENTS AND PERIODS OF TIME**

The names of many events and periods of time are capitalized.

the Roaring 20s World War I

**Directions:** The letters of each of the following events and periods of time have been scrambled. Rearrange the letters to form the name and write it on the line, being sure to capitalize correctly. Read the clues for help.

| 1.  | . lvici arw (blue versus gray) |                                     |  |
|-----|--------------------------------|-------------------------------------|--|
| 2.  | zajz gea                       | (hot times for music)               |  |
| 3.  | rhecfn elonotviruher head)     | (Marie Antoinette lost              |  |
| 4.  | sacurjsi iredop                | (age of the giants)                 |  |
| 5.  | yemsiolp                       | _ (ancient games)                   |  |
| 6.  | lgdo shur                      | (strike it rich in California)      |  |
| 7.  | dimdel esag                    | (time of castles and knights)       |  |
| 8.  | cynkkeut rybed                 | (a horse race)                      |  |
| 9.  | soonbt eta rypta               | (protesting the King's taxes)       |  |
| 10. | nceareisans<br>16th century)   | (cultural "rebirth" of the 15th and |  |
| 11. | trialdsuin vureotioln          | (the age of machinery)              |  |
| 12. | snichee wen reya               | (parades with dragons)              |  |
| 13. | drami agsr                     | (New Orleans's big day)             |  |
| 14. | heart yda                      | (celebrating the planet)            |  |
| 15. | prues olbw                     | (a day for armchair quarterbacks)   |  |



Name:

Date:

### **CAPITALIZING A FRIENDLY LETTER**

When you write a letter to someone you know well, you are writing a friendly letter. The greeting of a letter should be capitalized. In the body of the letter, the first letter of every sentence should be capitalized. Capitalize the first word and any proper names in the closing of the letter.

You may choose to add a P. S. to your letter as well. P. S. stands for "post" (after) and "script" (writing). Capitalize both letters of this abbreviation and follow each with a period.

**Directions:** The letter below is not capitalized correctly. Correct the capitalization errors by crossing out each error and writing the correction above it.

1312 union st.

scottsdale, az 55555

august 25, 2006

dear sam.

i'm so proud of you for winning the talent show contest. i'll bet you impressed them all with your saxophone playing. your mother says you are getting very good and that you're actually practicing on a regular basis! good for you!

how is molly doing? is she planning on going out for basketball again this year? and how about you? will you be going out for any sports now that you're in middle school? also, are you planning on joining band? i certainly hope so! with the talent show out of the way, you're probably getting ready for the new school year. here's hoping you have a very successful one!

warmest regards,

aunt rita

ps

keep up the practicing. it sounds like it's paying off!

Name:

Date:

# **MORE USING ABBREVIATIONS**

**Directions:** Write the abbreviation from the box that goes with each item.

#### Pkwy. BBC Fri. $\mathbf{CD}$ **IRA** MN **NOW NCAA** NCCEO MO **NASA USO** VIP ft **CBS USC** ww II hp CIA **CPA** UNICEF Aug.

| 1.  | National Organization for Women               |   |
|-----|---|---|
| 2.  | Central Broadcasting System                   |   |
| 3.  | compact disc                                  |   |
| 4.  | North Carolina                                |   |
| 5.  | Certified Public Accountant                   |   |
| 6.  | National Aeronautics and Space Administration |   |
| 7.  | National Collegiate Athletic Association      |   |
| 8.  | University of Southern California             |   |
| 9.  | Parkway                                       |   |
| 10. | Second World War                              |   |
| 11. | Minnesota                                     |   |
| 12. | Missouri                                      |   |
| 13. | Central Intelligence Agency                   | " |
| 14. | individual retirement account                 | 7 |
| 15. | August  | 3 |
| 16. | Friday  | ′ |
| 17. | United Nations Children's Fund                |   |
| 18. | very important person                         |   |
| 19. | United Service Organizations                  |   |
| 20. | horsepower                                    |   |
| 21. | British Broadcasting Corporation              |   |
| 22. | Chief Executive Officer                       |   |
| 23. | foot  |   |

#### **USING END MARKS**

Every sentence must have an end mark. End marks are signals. They tell readers that they have reached the end of an idea. End marks also tell readers how to read sentences.

• **Periods** close statements or commands: *Curling became an Olympic sport in 1998.* 

When an abbreviation falls at the end of a statement or command, an additional period is not necessary: *The Olympic curling team met every morning at 6:30 A.M.* 

- Question marks close sentences that ask direct questions: How did curling get its name?
- Exclamation points close sentences that show surprise or strong emotion: Wow! The women's curling team from Scotland won a gold medal!

**Directions:** Supply end marks for each sentence in the following passage.

| Mention the sport of curling, and most people scratch their                            |
|--|
| heads and ask, "Is that a sport" Curling, which is played on                           |
| ice, originated in Scotland in the 16th century Equipment for                          |
| the game includes brooms—yes, brooms and granite rocks                                 |
| The rocks weigh a whopping 42 pounds A curling tournament                              |
| consists of 10 "ends," similar to baseball's innings Why is the                        |
| sport called curling The rocks tend to curve, or "curl," as they                       |
| slide towards the target   |
| A curling team consists of four players During   |
| an "end" each player will slide two rocks towards a                                    |
| target The target is a twelve-foot circle 130 feet                                     |
| away $\_$ After all the rocks have been thrown, the score is tallied up $\_$ One point |
| is awarded for each rock that is closest to the center of the target                   |
| Where do the brooms come in Oddly enough, the brooms are used not to                   |
| push the rocks, but to sweep the ice in front of them as they glide toward the         |
| $target\_\_$ The idea is to create enough friction on the ice to form a thin layer of  |
| moisture between the ice and the $rock$ Amazingly, this simple trick can help the      |
| rock slide an additional 15 feet   |
| Approximately 15,000 curlers live in the United States, with the majority being        |
| from Wisconsin and Minnesota Canada has almost 1.2 million of the estimated            |
| 1.5 million curlers in the world That's a lot of curlers                               |
| <del></del>  |

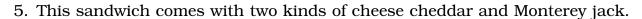
#### **USING COMMAS IN APPOSITIVES**

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. Kelly, a basketball player, has size 12 feet.

Kelly buys his shoes at Monson's, a shoe store downtown.

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

- 1. Lianna my best friend moved away last year.
- 2. Carmen and Jeremy joined Rock the Vote an organization of young voters.
- 3. Parker is taking lessons on the vibraphone an instrument related to the xylophone.
- 4. The ring was set with a large cubic zirconia an artificial diamond.



- 6. Today in art class we learned about Camille Claudel a French sculptress.
- 7. Marcus's car a convertible is black with red flames painted on it.
- 8. It is easy to grow arugula a salad green with a peppery bite.
- 9. Today's special a club sandwich comes with a cup of soup and a small salad.
- 10. Rachel asked Miss Chen her favorite babysitter to play a game with her.

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

| 11. | Jason and Sam went to lunch at Sandy's Subs.                   |
|-----|--|
| 12. | Sam ordered the Big Kahuna.                                    |
| 13. | Jason could eat only half of his Heavy Hitter.                 |
| 14. | Later, the boys walked down West Avenue to the science museum. |
| 15. | Mr. Fallon had suggested they see the new exhibit.             |
|     |  |

#### **USING PUNCTUATION WITH INTERJECTIONS AND INTRODUCTORY WORDS**

Interjections are words that show emotion. An interjections that shows a strong feeling may stand alone and end with an exclamation point. An interjection that shows a milder feeling may appear at the beginning of a sentence, followed by a comma.

Hey! My notebook is missing! Oh, it's here in my backpack.

| _ COMMON INTERJECTIONS |        |      |      |  |  |  |
|------------------------|--------|------|------|--|--|--|
| Hurray                 | Aha    | Brr  | Whew |  |  |  |
| Good grief             | Oh     | Grr  | Wow  |  |  |  |
| Hey                    | Oh, no | Oops | Ugh  |  |  |  |
| Ah                     | Uh-oh  | Ouch | Yuck |  |  |  |
|                        |        |      |      |  |  |  |

Introductory words such as ves. no. and well are often used at the beginning of a sentence. They should be followed by a comma.

Yes, I would like to go to the movie with you.

Well, what time does it start?

**Directions:** Add the correct punctuation after each interjection or introductory word.

- 1. Oh what a beautiful night for taking a stroll.
- 2. Ouch\_\_\_ I got a paper cut from that magazine.
- 3. Aha\_\_\_ We've finally discovered the solution to our problem.
- 4. Oh, no\_\_\_ I spilled my drink on my art project, and now it's ruined!
- 5. Hey\_\_\_ what's the name of that band you like so much?

**Directions:** Complete each sentence by adding an appropriate interjection or introductory word and punctuation.

- 6. \_\_\_\_\_ I've never seen such a big truck!
- 7. It's absolutely freezing in here.
- 8. \_\_\_\_\_ Justin forgot to take his lunch again.
- 9. \_\_\_\_\_ it feels so good when you scratch my back.
- 10. \_\_\_\_\_ I'm so mad at this computer!
- 11. It's snowing!
- 12. \_\_\_\_\_ I don't feel like raking the yard right now.
- 13. \_\_\_\_\_ I'm so relieved that I found my lost keys.
- 14. something smells funny in here.
- 15. \_\_\_\_\_ I have discovered a clue to the mystery!





### **QUOTATION MARKS AND COMMAS IN DIRECT QUOTATIONS**

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

DeShaun asked, "What was that strange sound?"

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

Statement: "It sounded like somebody snoring," said Cody. Command: "Make sure the door is locked," ordered Sam. Question: "Isn't that your dog, DeShaun?" Tessa asked.

Exclamation: "What a bunch of sillies we are!" Jennifer exclaimed.

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

| 1.  | Who left their shoes on the stairs Toya asked.                          |
|-----|---|
| 2.  | Jennifer answered it wasn't me!   |
| 3.  | Maybe it was John Michael said.   |
| 4.  | He never puts anything away Jennifer exclaimed.                         |
| 5.  | Yeah, and he left his bike in the driveway yesterday continued Michael. |
| 6.  | What a lazybones exclaimed Jennifer.                                    |
| 7.  | Michael observed these shoes are pink and red.                          |
| 8.  | Toya asked does John wear pink shoes?                                   |
| 9.  | I seriously doubt it replied Michael.                                   |
| 10. | Oh, they're mine Jennifer said sheepishly.                              |
|     |   |

Name:

# **QUOTATION MARKS AND COMMAS IN DIVIDED DIRECT QUOTATIONS**

Sometimes a direct quotation is divided in two parts. Each part should be in quotation marks. If the second part of the quotation is part of the same sentence, begin it with a small letter. Set a comma after the word that comes directly before the second part.

"Well, well," said Hannah, "look who finally decided to show up."

If the second part of the quotation starts a new sentence, begin it with a capital letter.

"I'm so sorry I'm late," said Amy, blushing. "Have you been waiting long?"

| Directions: | Rewrite the groups of words as one or two sentences with direct quotations, |
|-------------|---|
|             | adding commas, periods, question marks, capital letters, and quotation      |
|             | marks where needed.   |
|             |   |

| ). | I'm sorry Amy said are you mad at me? (two sentences)  |
|----|--|
|    |  |
|    | How would you feel Hannah snapped if I made you wait that long? (one sentence)                           |
| •  | It really shows a lack of respect continued Hannah are my feelings not important to you? (two sentences) |
| ١. | You're right, Hannah said Amy how can I make it up to you? (two sentences)                               |
| Ĭ  | Continue the dialogue between Hannah and Amy. Punctuate according to the above guidelines.               |
| _  | The above guidelines.  |
| _  | The above galdelines.  |
|    |  |

Name:

#### **USING COLONS**

In some cases, a colon can be used to introduce a list. Use a colon after phrases such as *the following, the following things, these,* and *these things* when they introduce a list. The list may consist of one or more items. The items may be nouns, adjectives, phrases, or clauses.



In the last 20 years, technology has brought consumers <u>many</u> <u>new products</u>: VCR's, desktop computers, and video games, to name a few.

Use a colon ONLY after a clause that can stand on its own as a sentence.

**Incorrect:** In the last 20 years, technology has brought consumers: VCR's, desktop computers, and video games, to name a few.

**Directions:** Insert a colon between the list of items and the word or words that introduce the list in each sentence.

**EXAMPLE:** This shirt is available in four colors: red, blue, purple, and brown.

- 1. I have three favorite books The Borrowers, My Side of the Mountain, and Old Yeller.
- 2. This report covers two subjects the music of India and Indian folk dances.
- 3. This movie has it all a love story, a car chase, and a happy ending.
- 4. After being a camp counselor for three summers in a row, Kiki made an important decision she would study child psychology in college.
- 5. On the first day of school, students are expected to have the following supplies three notebooks, pens and pencils, and a three-ring binder.
- 6. "In my opinion," Chad said, "the only game worth playing is this chess."
- 7. Before Lana left for Brazil, she bought several articles of clothing a lightweight jacket, hiking shoes, and cargo pants.
- 8. When choosing a pet, it is important to keep in mind the following the size of your home and how much time you will have to play with the pet.
- 9. The note from the office read, "The following students should report to Mrs. McRoberts Robert Johnson, Treena Horn, Eric Shea, and Carla Barnes."
- 10. The teacher advised Lynell to pay more attention to these problem areas punctuation and paragraphing.

| RONIIS: | Write a              | sentence to | o introduce | this list   |
|---------|----------------------|-------------|-------------|-------------|
| DONUS.  | VVIII <del>C</del> 0 | 20110110011 | .,          | 11115 1151. |

low, medium, and high

