Capital Letters

Use capital letters for proper nouns and proper adjectives. Proper nouns and proper adjectives include names, names with initials, days of the week, months of the year, holidays, most words in book titles, and names of some famous periods in history. Titles for people and abbreviations of the titles should be capitalized when they are used with a person’s name. Do not capitalize titles when they are used by themselves.

Incorrect  The fourth thursday in november is thanksgiving.
Correct  The fourth Thursday in November is Thanksgiving.
Incorrect  I read about a french sculptor named f. a. bartholdi.
Correct  I read about a French sculptor named F. A. Bartholdi.

Directions  If a sentence has capitalization mistakes, write correctly the words that should have capital letters. If a sentence has no capitalization mistakes, write C.

1. Today mr. chang said Americans have many symbols of freedom.

2. We eat special cakes at easter.

3. We can display american flags from january to december.

4. I read a book called liberty’s struggle, which is about the revolutionary war.

5. Bald eagles are also a symbol of freedom in the United States.

Directions  Write the sentences. Use capital letters correctly.


7. In the summer, a ceremony is held there each night from monday through sunday.
Abbreviations

An abbreviation is a shortened form of a word. Many abbreviations begin with a capital letter and end with a period.

- Some titles used for names of people are abbreviations. For example, Dr. is the abbreviation for Doctor. The title Miss is not abbreviated.
  
  Mr. Mark Elton Lewis  Ms. Susan Wang  Mrs. Carmen Mendoza

- An initial is the first letter of a name. It is written with a capital letter and is followed by a period.
  
  Mr. Mark E. Lewis  S. B. Wang  C. M. Mendoza

- The names of days and months can be abbreviated. May, June, and July are not abbreviated.

Days of the Week

Months of the Year

Directions  Write each phrase. Be sure to capitalize letters and use periods correctly.

1. ms. Janine Lee  
2. jan 24  
3. Dr N D Bond  
4. thurs, aug 2  
5. B. c Pepper  
6. Mon, dec. 13  

Directions  Some abbreviations can be used in sentences. Find the words that can be abbreviated in the sentences below. Write the sentences with the abbreviation.

7. Doctor Sanchez showed us his new parrot.

8. Mister Davidson can teach parrots to talk.
Combining Sentences

When you **combine sentences**, you join two sentences that are about the same topic. You make them into one sentence.

- You can join two simple sentences and make a compound sentence. Add a comma and a conjunction such as **and**, **but**, or **or**.
  
  Our class will paint a mural. We don’t know when.
  Our class will paint a mural, but we don’t know when.

- You can combine two sentences that have the same subject.
  
  The mural had bright colors. The mural showed many people.
  The mural had bright colors and showed many people.

- You can combine two sentences that have the same predicate.
  
  Michael liked the mural. I liked the mural.
  Michael and I liked the mural.

- You can combine two sentences that repeat information. Insert words or phrases from the second sentence into the first sentence.
  
  The mural had horses on it. The mural was painted on the wall.
  The mural painted on the wall had horses on it.

Directions Combine the pair of short sentences into a compound sentence. Use a comma and the conjunction in ()

1. People in France explored caves. They found murals. (and)

Directions Combine each pair of sentences. Use the underlined words only once in your new sentence.

2. The cave artists were creative. The cave artists were talented.

3. The mural artists were on the street. The mural artists were very good.

4. That artist uses bright colors. That artist uses large shapes.
Commas

Use a **comma** and a conjunction to join two sentences.
I went outside, and I saw some ants.

Use **commas** to separate words in a series.
The ants were small, brown, and active.

Use a **comma** after the greeting and the closing of a friendly letter.
Dear Ellie,
Your friend,

Use a **comma** between the name of a city and a state in an address.
Casper, WY 82602     Cleveland, Ohio

Use a **comma** to separate the month and day from the year.
April 28, 2010

**Directions** Write **C** if commas are used correctly in the sentence. Write **NC** if commas are not used correctly.

1. Scientists have found ant fossils and they think they are millions of years old.

2. Ants are social insects, and they live in groups called colonies.

3. Rooms in ant nests include the queen’s chamber, nurseries and storage rooms.

**Directions** Write each sentence. Add commas where they are needed.

4. I finished my report on ants on October 3 2010.

5. An ant’s sting is painful but it isn’t poisonous.

6. That scientist lives in Miami Florida.
Quotations and Parentheses

Quotation marks (“ ”) show the exact words of a speaker in a conversation.
- Use a comma to separate the speaker’s exact words from the rest of the sentence.
- Use a capital letter to begin the first word inside the quotation marks.
- Put the punctuation mark that ends the quotation inside the quotation marks.
  “I read a story today,” I said.
  “What happened in the story?” my mom asked.
  I replied, “A whole city sunk into the ocean!”

Quotation marks also indicate many kinds of titles, such as song, poem, and story titles.
  The story was named “Atlantis: The Legend of a Lost City.”

Parentheses show words and phrases that give extra information.
  The city’s people did some awful things (for example, steal and lie).

Directions Write C if a sentence is correct. If it is not correct, make the corrections that are needed.

1. Poseidon made many wonderful things for them for example, waterfalls,” I said.
   _____

2. Did he make anything else for them? my friend asked.
   _____

3. “He also made thick forests of fruit trees,” I replied.
   _____

4. I wrote a poem about this called City of Atlantis.
   _____

Directions Write each sentence. Add a comma, quotation marks, and parentheses where they are needed.

5. The people made many things for example, a temple I said.
   ____________________________________________

   ____________________________________________

6. She asked Why did Poseidon sink the city?
   ____________________________________________

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