



## Reference 10

### Using Capitalization and Punctuation Rules

Knowing punctuation rules helps you find and correct mistakes in your writing. Remember, finding and correcting mistakes is called editing. *The examples below have been done to show you how to use capitalization and punctuation rules.*

In Sentence 1, all of the capital letters and punctuation marks are **blue**. Find the rule number that explains each capital letter and write it above the letter. Find the rule number that explains each punctuation mark and write it below the mark.

Sentence 1: <sup>1</sup>Our teacher, <sup>3 3</sup>Mrs. Jefferson, read us the short story,  
<sub>13 4 13</sub>  
<sup>8 8 8</sup>“Christmas Every Day.”  
<sub>12 1 12</sub>

#### Student Tip...

It is easier to work with the capitalization rules first, and then work with the punctuation rules. This will keep you from turning back and forth between Reference 7 and Reference 9.

## Capitalization Rules

Use this reference whenever you need help remembering your capitalization rules.

### Always capitalize...

- the first word of a sentence.  
 ➔ The boy reads often. He likes to read.
- the pronoun I.  
 ➔ She and I love apple pie.

Student Note:  
 An abbreviation  
 is the shortened  
 form of a word:  
 doctor = Dr.

### Capitalize the names, nicknames, titles, initials, and abbreviations that name...

- people and pets.  
 ➔ James, Big Jim, Mom, Fluffy, Mr. J. R. Smith
- days, months, and holidays.  
 ➔ Monday, July, October, Oct., Labor Day, Christmas
- places on a map, stars, and planets.  
 ➔ Maple St., Dallas, TX, France, the West, Atlantic Ocean, Mars
- businesses, organizations, buildings, products, and ships.  
 ➔ Walmart, Boy Scouts, Sears Tower, Coca-Cola®, Titanic
- historical events, monuments, and documents.  
 ➔ World War II, Statue of Liberty, Bill of Rights

### Capitalize the first, last, and important words in...

- the titles of published or produced works, such as books, essays, poems, songs, movies, television shows, newspapers, magazines, paintings, and sculptures.  
 ➔ *The Call of the Wild*, *Starry Night*, *The New York Times*, *Avatar: The Last Airbender*

# Punctuation Rules

Use this reference whenever you need help remembering your punctuation rules.

---

## The End of a Sentence

1. Put a **period**, a **question mark**, or an **exclamation point** at the end of a sentence.
    - ➔ James is very tall.
    - ➔ Are you coming to my birthday party?
    - ➔ We won the lottery!
- 

## Clarifying Information

2. Put a **comma** between words in a series.
    - ➔ I like apples, oranges, and bananas.
  3. Put **commas** between the words in a date:
    - ➔ Between the day and the month: Friday, July 23
    - ➔ Between the day and the year: July 23, 2013
    - ➔ Between the year and the rest of the sentence:  
Our wedding is Saturday, April 24, 2013, at our church.
- 

## Contractions, Possessive Nouns, Abbreviations

4. Use an **apostrophe** in contractions (isn't) and possessive nouns (Mom's) and use a **period** at the end of most abbreviations.
    - ➔ Dr.    ➔ Feb.    ➔ Mr.
- 

## Letters and Addresses

5. Put a **comma** in the greeting and closing of letters.
  - ➔ After the name in the greeting: Dear Charles,
  - ➔ After the word(s) used in the closing: Sincerely,  
Josh
6. Put a **comma** between locations in an address.
  - ➔ Between the city and the state or country: I live in Dallas, Texas.
  - ➔ Between the state or country and the rest of the sentence:  
Bart lives in Omaha, Nebraska, with his parents.

6. Put a **comma** between locations in an address.

➔ Between the city and the state or country: I live in Dallas, Texas.

➔ Between the state or country and the rest of the sentence:

Bart lives in Omaha, Nebraska, with his parents.

---

## Quotations

7. Use **quotation marks** before and after the exact words of a speaker.

➔ Jay said, "I am hungry!"

8. Put **quotation marks** before and after the exact words from a book, story, or poem.

➔ The author describes Jim as "a tall, thin man with a friendly grin."

---

## Sentences

9. Put a **comma** before the coordinating conjunction in a compound sentence and after an introductory clause in a complex sentence.

➔ **Compound:** Don played golf, and I played tennis.

➔ **Complex:** After Trey left the game, his team scored a touchdown.

10. Put a **comma** after an adverb or prepositional phrase before the subject of an inverted word-order sentence.

➔ On Tuesday, we went to the movies.

---

## Titles of Works

11. **Italicize** or **underline** the titles and subtitles of full-length published works, such as books, movies, long plays, long poems, newspapers.

➔ *The Giver* is a book written by Lois Lowry.

12. Put **quotation marks** around the titles of shorter published works and parts of long works, such as short stories, most poems, songs, one-act plays, chapters in a book, or newspaper articles.

➔ "The Red-Headed League" is my favorite Sherlock Holmes mystery.

---

## Separating Extra Words from the Sentence

13. Use **commas** to set off interrupting words, such as appositives, nouns of direct address, tag questions, *yes* and *no*.

➔ An **appositive** is extra information given after a noun:

Sue, **my friend**, is an artist.

➔ A noun of **direct address** is the person spoken to:

**Aunt Jan**, will you visit us?

➔ A **tag question** is a short question at the end of a statement:

It is pretty, **isn't it?**

➔ **Yes** and **no** are also called introductory words:

**Yes**, it is very nice.