

Capitalization and Punctuation

Since the use of capital letters and a variety of punctuation differs from language to language, you will need to place great emphasis on these sections.

- ◆ Learn capitalization and punctuation rules and apply them correctly
- ◆ Learn to correct sentences containing too much or not enough punctuation
- ◆ Recognize that capitalization and punctuation in English may not be the same as in other languages
- ◆ Recognize the difference between proper and common nouns and capitalize them accordingly
- ◆ Be able to use correct punctuation with compound/complex sentences
- ◆ Be able to indent paragraphs correctly and use capital letters for beginning all sentences, paragraphs, and quotes
- ◆ Punctuation and capitalization exercises can be fun when a teacher writes a one-hundred-word paragraph of run-on words and sentences and asks students to supply the necessary marks and to capitalize the letters. It can be a game when a time limit is set and a prize is offered (no homework for that night or some bonus points.)
- ◆ Have students scan articles and list all words, except first words of a sentence that begin with a capital letter. Then have them categorize the words according to the criteria given in the section on capitalization.
- ◆ Have students write ten sentences using no punctuation nor capitalization and ask them to write at the top the total number of omissions. Then have them exchange papers with other students who will supply the missing forms. When everyone has completed the assignment, return the papers to the owners who will then correct and "score" the mini-tests. Collect the exercises to see how well students have done.
- ◆ Check students' knowledge of punctuation by providing them with several paragraphs of run-on sentences and ask them to supply the correct punctuation using all the marks described in the text.

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General Rules for Capitalization

Capitalize all of the following:

- ◆ Proper nouns (names of people, places, and things)
Don Hudson, Hunan Restaurant, Eiffel Tower
- ◆ Names of cities, states, provinces, and countries
Vancouver, British Columbia, Canada
- ◆ Names of specific oceans, rivers, mountains, lakes, etc.
Pacific Ocean, Santa Fe River, Pyrenees Mountains, lake Ontario
- ◆ Brand names
Ford, Kleenex tissues, Sunbeam toaster
- ◆ the pronoun I
- ◆ Days of the week, months, specific courses in school
Friday, March, Anthropology 2022
- ◆ All important words of a title (books, plays, songs, magazines, and newspapers)
Capitalize *a*, *an*, *the* only if they are first word of title, and prepositions of five or more letters; don't underline the in newspaper titles
Call of the Wild, The Glass Menagerie, "You Are My Sunshine," the Washington Post
- ◆ The first word of a quotation and the first word of a sentence
James said, "Nobody will ever believe you."
- ◆ Names of nationalities, languages, and races
Many Eskimos live in Alaska. Anita is Greek, but she also speaks Russian.
- ◆ North, south, east, west ONLY if it indicates a geographical region and NOT a direction; usually preceded by THE
Nancy loves the climate of the Northwest. The Civic Center lies south of town.
- ◆ Names of holidays
Easter, Memorial Day, Halloween, Thanksgiving
- ◆ With abbreviations, titles, streets
I have an appointment with Dr. Lindsay today.
Manuel lives at 5120 Clover Rd.

- ◆ Specific historical documents, political organizations

The Constitution is the basis of our legal system.

Do not capitalize the following:

- ◆ seasons unless they are part of a title

I like summer best of all. The Long Hot Summer was a great movie.

- ◆ general areas of study except languages

mathematics, history, geography

- ◆ when personal titles are NOT followed by a name

aunt, uncle, doctor, professor

- ◆ school, college, or university unless it is accompanied by a proper name

Capitalization

Exercise: Circle the words in the following sentences that must be capitalized

1. the palm gardens is a lovely new restaurant in seattle.
2. myra and her family are spending the summer at lake minerva.
3. my mother refuses to buy anything but kleenex tissues.
4. the iroquois indians occupied most of new york state and parts of canada in 1700.
5. this year spring weather arrived in early april.
6. our english literature class is reading paradise lost by john milton.
7. sam goes to lakeland high school which is located on clover boulevard.
8. many skiers spent the christmas holidays in aspen, colorado.
9. sunbathers love to get a tan at the beach in the summer.
10. jeff went to visit his aunt bess who lives near the pocono mountains.
11. quincy is going to college in september, and he plans to study sociology.
12. mike and maria took the baby on their vacation to the northwest.
13. the food at maxim's restaurant is the best in the downtown area.
14. the new york times is a very famous international newspaper.
15. a tropical storm is developing in the caribbean sea area.
16. please bring paper plates, napkins, and ruffles potato chips for the party.
17. the project director said that anne and i would give the presentations.
18. my german neighbors used to live in switzerland.
19. the weather in march is usually very windy.
20. when sheila arrived she said, "please fix me some hot tea; i'm so cold!"

Capitalization

Exercise: Circle the words in each of the following sentences that must be capitalized

1. my friends, jennifer and carl, left for the smoky mountains for their vacation.
2. are you taking calculus 2101 this semester?
3. how far is it from tallahassee to gainesville?
4. our history class is reading caesar's gallic wars.
5. when will aunt harriet and uncle tony arrive?
6. my cousin attends woodbury high school.
7. the freshman class is having a dance on saturday.
8. paul said, "don't fish too close to the center because the alligators rest there."
9. our economics professor, dr. daniel corrigan, went to some middle eastern country on his sabbatical.
10. some of our friends decided to visit the southwest in july.
11. have you seen the movie, absence of malice yet?
12. the italian teacher and i plan to do a display for the nassau county fine arts festival.
13. we plan to visit yellowstone national park while we are away.
14. terry bought a new toyota celica last week.
15. becky will attend the university in the fall.
16. my children enjoyed the rock concert last night.
17. the teachers' conference will be in philadelphia in two weeks.
18. i saw mrs. wilson and her husband at the play.
19. will the professor do his biology experiment in class?
20. arthur miller's play, death of a salesman, is very famous.
21. no one but kevin knew all of the answers on the anthropology test.
22. the secretary, cindy lowell, types ninety words per minute.
23. my sister bought two pieces of samsonite luggage.
24. children love to celebrate halloween.
25. spanish and archeology are martha's favorite subjects.

General Rules for Punctuation

Comma (,)

- ◆ use in a series of three or more entities
Jim swims, golfs, and fishes in the summer.
- ◆ use to separate two main clauses joined by *and, but, for, nor, yet, or, so*
Harold took the day off, and he is planning on resting.
- ◆ use between city and state and after state if in the middle of a sentence
Before moving to Denver, Colorado, the Chapmans lived in Buffalo, New York.
- ◆ use with dates between day and year and after year in the middle of a sentence
We will graduate on June 6, 1990.
It wasn't until March 15, 1987, that Harvey got his license.
- ◆ use after introductory expressions beginning with *because, since, while, until, if, despite, in spite of, etc.*
If it does not rain this weekend, we can go to the beach.
Because of the traffic jam, we arrived an hour late.
- ◆ use before *not* and *but* to show contrast
I have come to bury Caesar, *not* to praise him.
- ◆ use before or after a direct address (calling someone by name)
Nell, are you ready yet?
Have you finished your project, Sam?
- ◆ use with appositives [words or phrases that mean the same as the word(s) that come before them]
George Washington, our first president, was unanimously elected in 1789.
- ◆ use to set off titles such as M.A., Ph.D., Sr., Jr., Inc.
Colin B. Thornton, Jr., not his father, is president of the bank.
Joyce Byrd, Ph.D., is Director of the English language Institute
- ◆ use to set off participial phrases
Hurrying as fast as he could, Marcel caught the bus before it pulled away.

- ◆ use to set off direct quotations (using someone's exact words)

Pam said, "My cousin is studying engineering at MIT."
- ◆ use with addresses written in sentence form

Send all inquiries to National Business Computers,
1576 Magnolia Dr., East Lansing, Michigan 12450.
- ◆ use to set off *yes* and *no* in answering a question

No, we are not planning on going to the mountains this spring.
Yes, I received your request for the merchandise.

QUOTATION MARKS (" ")

- ◆ use when quoting someone's exact words. Periods and commas always come inside the quote marks.

Phil said, "The American Revolution began in April, 1775."
"All of us will attend the banquet," said the chairperson.
- ◆ *****Be careful where you place question marks and exclamation points in quotations. If the punctuation is part of the quotation, it goes inside the quote marks.***

The coach asked, "Has anyone seen the quarterback?"
Tim yelled, "The building is on fire! Get out!"
- ◆ Whereas, if the quote is not a question nor an exclamation, then the punctuation goes outside the quotation marks.

Are you surprised that the director said, "Take the day off"?

Stop playing "The Flight of the Bumble Bee"!
- ◆ use with names of short poems and magazine articles, essays

John Keats wrote "Ode on a Grecian Urn."
- ◆ use with foreign words as yet not accepted as regular usage words in English

Not all bullfighters perform on the ground. The "*rejoneadores*" fight on horseback.
- ◆ ***Do not use quotation marks around titles of your own essays.***

- ◆ **Do not use quotation marks around indirect speech** (paraphrasing what someone has said) that is introduced by the word *that*.
Helen said that she would arrive at noon.
(These are not Helen's exact words.)
- ◆ ****NOTE:** When you use a quote within a quote, you need single quotes (') for the inside quotation and double quotes (") for the outside quotation.
Mr. Markham said in his lecture, "Robert Burns was a great Scottish poet who wrote, 'Never a lender nor a borrower be.'"
- ◆ use to indicate plurals with letters and certain expressions
Sal received 4 A's and 2 B's on his report card.
- ◆ Always dot your i's and cross your t's
- ◆ Think of the do's and don'ts before you begin any project.

UNDERLINING

- ◆ Although underlining is not technically a form of punctuation, it is important to know when to use it. Good writing depends on the ability to use all forms correctly.
- ◆ use with titles of books, magazines, newspapers, long poems, works of art, movies, plays, operas, and names of sea and aircraft
Romeo and Juliet is one of Shakespeare's most famous plays.
Hemingway's book, The Sun Also Rises, is about bull fighting.
The Titanic sank over sixty years ago.
The Pietà is one of Michelangelo's greatest sculptures.
- ◆ ****NOTE:** When writing the title of a newspaper that includes the in the title, **do not** underline the word *the*.
the New York Times, the Orlando Sentinel

Exercise: Decide whether to use quotation marks or underlining. Be careful to put the quotation marks in the proper place.

1. Betty said, Leave the dishes on the table until we have finished eating.
2. Our teacher told us to read the plot for Bizet's opera Carmen.
3. Time, Life, and Newsweek are popular American magazines.
4. There was a news article in the Washington Post about gun control laws being debated in Congress.
5. Tom Cruise's movie, The Firm, was a box office success.
6. John F. Kennedy was seriously injured on his boat, PT 109 during World War II.
7. Have you read the poem, 'Twas the Night Before Christmas?
8. One of Jonathan Swift's most satirical essays was called An Immodest Proposal.
9. I think that Gone with the Wind was one of the best movies ever made.
10. Air Force One is the President's private airplane.
11. My mother shouted, Get those snakes and frogs out of my kitchen!
12. Margot asked her friends, Do you want to go skiing in the mountains?
13. Les Desmoiselles d'Avignon was perhaps Picasso's most famous
Cubist painting.
14. Djelaba is an Arabic word for a long tunic worn by men and women.
15. Federico García Lorca wrote a five-page poem, Lament for the Death of Ignacio Sánchez Mejías, a
bull fighter friend of his.
16. After the party the hostess said, Well, I'm glad that's over.
17. No one can forget Salvador Dalí's surrealist painting Persistence of Memory.
18. The angry coach shouted to the players, Get out there and play like professionals!
19. Mrs. Marshall asked the class, Where's Janet? She's never absent.
20. The librarian said that James Michener's best-seller, Mexico, is so popular that she can't keep it on
the shelf.

Period (.)

- ◆ use at the end of a declarative statement
We have only one class tomorrow.
- ◆ use after abbreviations: Mr., Mrs., Ms., Dr., Mon., oz., a.m., st. (first), St. (street), etc.
Acronyms (abbreviations pronounced as words) are not punctuated. SEATO, NATO, UNESCO, sonar
The cook needs one oz. of honey for the recipe.
- ◆ use to separate dollars and cents in prices
This coat costs \$59.95.
- ◆ use with certain abbreviations such as B.C., A.D., D.C.
The Congress meets in Washington. D.C.
- ◆ use with decimals and percents
Judy earned a 3.75 GPA last semester.
The interest rate on our mortgage is 7.825%.
- ◆ **do not** add a second period if you end a sentence with a title or abbreviation that requires a period
My brother's new title is Dr. Joseph Laws, Ph.D.
- ◆ **do not** use a period with ordinal numbers or shortened forms such as 1st, 2nd, 3rd, 4th and words like math, photo, lab
We will be attending the wedding on May 1st in Ohio.

QUESTION MARK (?)

- ◆ use at the end of an interrogative statement
Do you know where the Metropolitan Art Museum is?
- ◆ use with dates when the exact year is not known
Attila (406? -453), King of the Huns, was called "the Scourge of God" because of his cruelty.

Exclamation Point (!)

- ◆ use after a statement of surprise

Harry won the million-dollar lottery!

Colon (:)

- ◆ use between hours and minutes of time expressions

The train is due at 6:45.

- ◆ use after the salutation in a formal letter

Dear Sir: Gentlemen: Dear Mrs. Greene:

- ◆ use before mentioning a list of items or people if the word preceding the colon is *not* a verb or preposition

Only five people attended the meeting: John, Paul, Sean, Nick, and Toby.

Semicolon (;)

- ◆ use when joining two complete, related sentences not connected by *and, but, or, nor, for, yet* or *so*.

Phyllis received the highest grades; she got a scholarship to study at Harvard.

- ◆ use with the conjunctive adverbs *consequently, however, otherwise, nevertheless*, and *therefore* when they connect two main clauses. The adverb is preceded by a semicolon and followed by a comma.

Sid could not pay the light bill; *therefore*, the company shut off his electricity.

- ◆ use with parenthetical expressions (those which serve to qualify) *in fact, on the other hand, for example*, etc.

Mario never eats spinach; in fact, he hates it. .

- ◆ use to separate unlike entities in a list (combination of cities and their states)

The language schools can be found in the following locations:

Kalamazoo, Michigan; Austin, Texas; and Honolulu, Hawaii.

Capitalization and Punctuation

Exercise: Supply all the punctuation and capitalization for each of these

1. we have branches in pittsburgh pennsylvania columbus ohio and wilmington delaware
2. Mark enjoyed your chocolate cake in fact he ate four pieces
3. My daughter loves to paint she has given me three of her pictures
4. having run out of bread and milk Herb hurried to the store before it closed
5. Yes wed be happy to accept your invitation to dinner
6. Ill be in to see dr. corrigan at ten oclock a m
7. its a beautiful day today in kansas city but its been snowing in buffalo since last night
8. Peter Flemming m d will be the guest speaker at the womens club luncheon
9. My sister said that i made a faux pas is that good or bad
10. youll have to read the instructions first otherwise the project wont turn out well
11. In the sixth round the champion is leading hes won four rounds
12. The colors in the curtains are yellow orange beige and tan
13. Sam bought a new house on n w 41st street but he cant move in until october
14. I got up made breakfast loaded the dishwasher and went grocery shopping
15. is your favorite teacher dr sanders dr banes or dr daniels
16. How can we answer all these questions in 50 minutes asked cindy
17. Drinks on the menu included the following hot chocolate iced tea and lemonade
18. Betty Phil and Dolly are going to alaska in september
19. my american history class meets every tuesday and Thursday night this spring
20. Next semester my schedule will include the following classes algebra physics art and composition

Punctuation and Capitalization

Exercise: Supply all the punctuation and capitalization for each of these

1. Until you correct all those spelling and punctuation errors i will not give you a passing grade
2. juan valdez thinks that colombian coffee is the best in the world
3. havent you seen the latest science fiction movie
4. Our english literature class is reading shakespeares the tempest
5. after wed closed the door we sat down to read the newspaper
6. do you know how many people will be attending the banquet
7. Get out of here and shut the door
8. When we get to Greece we plan to visit the following places the acropolis the parthenon the erechtheum and mount lycabettus
9. Mistletoe for example is a parasite
10. easter island is located in the pacific ocean
11. my mother said eat this hot soup and go relax for a little while
12. Ted is very friendly however he has a very bad temper
13. Despite the all-day rain we decided to hold our picnic in the pavilion
14. its nice to be here again with matt and cindys cousin
15. mrs howard published her friends cookbook
16. In the grocery store martha bought cheese cocoa celery and candy
17. Time is one of the most widely read magazines
18. Mitchel T. Stone Sr. wrote a book for english students
19. Peter is reading an interesting book Look Back and Rejoice.
20. We wont be attending the party on saturday.

Exercise:

1. The Palm Gardens Seattle
2. Myra Lake Minerva
3. My Kleenex
4. The Iroquois Indians New York Canada
5. This April
6. Our English Paradise Lost John Milton
7. Sam Lakeland High School Clover Boulevard
8. Many Christmas Aspen Colorado
9. Sunbathers

Exercise:

1. My Jennifer Carl Smoky Mountains
2. Are Calculus
3. How Tallahassee Gainesville
4. Our Caesar's Gallic Wars
5. When Aunt Harriet Uncle Tony
6. My Woodbury High School
7. The Saturday
8. Paul Don't
9. Our Dr. Daniel Corrigan Middle Eastern
10. Some Southwest July
11. Have Absence of Malice
12. The Italian I Nassau County Fine Arts Festival

Exercise :

1. "Leave ...evening."
2. Carmen
3. Time, Life, Newsweek
4. Washington Post
5. The Firm
6. PT 109
7. "'Twas ...Christmas"
8. "An ...Proposal."
9. Gone With the Wind
10. Air Force One
11. "Get ...kitchen!"
12. "Do ...mountains?"
13. Les Desmoiselles d'Avignon
14. "Djelaba"
15. Lament for the Death of Ignacio Sánchez Mejías

10. Jeff Aunt Bess Pocono Mountains
11. Quincy September
12. Mike Maria Northwest
13. The Maxim's Restaurant
14. The New York Times
15. A Caribbean Sea
16. Please Ruffles
17. The Anne I
18. My German Switzerland
19. The March
20. When Sheila Please I'm

13. We Yellowstone National Park
14. Terry Toyota Celica
15. Becky
16. My
17. The Philadelphia
18. I Mrs. Wilson
19. Will
20. Arthur Miller's Death of a Salesman
21. No Kevin
22. The Cindy Lowell
23. My Samsonite
24. Children Halloween
25. Spanish Martha's

16. "Well ...over."
17. Persistence of Memory
18. "Get ... professionals!"
19. "Where's ...absent."
20. Mexico

Exercise:

1. Our Pittsburgh, Pennsylvania; Columbus, Ohio; Wilmington, Delaware.
2. cake; in fact, pieces.
3. paint; pictures.
4. Having milk, closed.
5. Yes, we'd dinner.
6. I'll Dr. Corrigan o'clock a.m.
7. It's Kansas City, it's Buffalo night.
8. Flemming, M.D., Women's Club luncheon.
9. I faux pas. Is bad?
10. You'll first; otherwise, won't well.
11. leading; he's rounds.
12. yellow, orange, beige, tan.
13. N.W. Street, can't October.
14. up, breakfast, dishwasher, shopping.
15. Is Dr. Sanders, Dr. Banes, Dr. Daniels?
16. "How minutes?" Cindy.
17. following: chocolate, tea, lemonade.
18. Betty, Phil, Alaska September
19. My American History Tuesday Thursday
20. classes: algebra, physics, art,

Exercise:

1. errors, I grade.
2. Juan Valdez Colombian world.
3. Haven't movie?
4. English Shakespeare's The Tempest.
5. After we'd door, newspaper.
6. Do banquet?
7. door!
8. Greece, places: Acropolis, Parthenon, Erechtheum, Mount Lycabettus.
9. Mistletoe, example, parasite.
10. Easter Island Pacific Ocean
11. My said, "Eat soup, while."
12. friendly; however, temper.
13. rain, pavilion.
14. It's Matt Cindy's cousin.
15. Mrs. Howard friend's cookbook.
16. Martha cheese, cocoa. celery, candy.
17. Time magazines.
18. Stone, Sr., English students.
19. book, Look Back and Rejoice
20. won't Saturday