


Middle School Capitalization and Punctuation

General Assessment


 Choose the word in each sentence that should be capitalized.

- I had sweet and sour chicken at a chinese restaurant.
(A) sweet (B) chicken (C) chinese (D) restaurant
- My parents celebrated their wedding anniversary in may.
(A) parents (B) wedding (C) anniversary (D) may
- Who wrote the adventure story *The Call of the wild*?
(A) wrote (B) adventure (C) story (D) wild
- I met mayor Bradley at the celebration yesterday.
(A) met (B) mayor (C) celebration (D) yesterday
- She lives at 503 north Bryer Street, on the corner near the store.
(A) corner (B) store (C) north (D) near
- The earthquake shook the ground in Los Angeles, california.
(A) california (B) earthquake (C) ground (D) shook

 Choose the correct answer to the question.

In which sentences are commas used correctly?

- (A) I called, but Amy wasn't home.
(B) We ate cheese, apples and bread.
(C) "No" she said "I, can't go."
(D) The answer is, that we just don't know.
- (A) Stop look, and listen Bob.
(B) "We would like to go," said Hans.
(C) Enrique, my friend lives, in Houston.
(D) My arm hurts but, it's okay.
- (A) My best friend, Pat and I can come.
(B) Tell me now, what you want.
(C) Well, yes, I do like spinach.
(D) I left and then, Karen went home.
- (A) Tanya, did you see the show?
(B) Becky asked "How are you, Eric?"
(C) Well, how will you get there Jay?
(D) She told the truth, and was not believed.

 Choose the correct answer to the question.

In which sentence is end punctuation used correctly?

- (A) How wonderful our trip was?
(B) I can't remember.
(C) Are you going to the fair!
(D) I just love this book so much.
- (A) Wow. That's a great album.
(B) Can you go with us!
(C) Have you seen a shooting star?
(D) What a great ceremony?
- (A) Take control of the car.
(B) Please, will you come!
(C) Don't I know you.
(D) Let me read that first?
- (A) That program was awful?
(B) Could you hear her sing!
(C) Let me watch for them.
(D) Ouch. That hurt.

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General Assessment, p. 2

 Choose the correct answer to each question.

In which sentences are quotation marks used correctly?

15. Ⓐ "No," said Tom, "I can't go."
Ⓑ "Are you leaving?" asked Lee.
Ⓒ "Yes, said Joe, I am."
Ⓓ Carol said, Be sure to write!"
16. Ⓐ "How are you"? asked Dan
Ⓑ "How, asked Sue, do you do it?"
Ⓒ "When can you come?" I asked.
Ⓓ "Yes! said Marie, "I can."
17. Ⓐ For now, I'll just wait, " said Todd.
Ⓑ "Why don't you ask? said Luis.
Ⓒ "Please let me in!" said Carmen.
Ⓓ "No, said Jeff, "I'm not ready yet."
18. Ⓐ Brent said, "Throw that away."
Ⓑ "It's still good, said Rebecca."
Ⓒ "Now," said Lily, just watch me!"
Ⓓ "Don't forget to jump, said Ruth.

In which sentences or phrases are colons used correctly?

23. Ⓐ Dear Mom:
Ⓑ Sincerely yours:
Ⓒ 10:30 P.M.
Ⓓ 615 A.M.
24. Ⓐ Take these things: a book, a pen, and some paper.
Ⓑ Leave the house by 1130, or you'll be late.
Ⓒ Don't worry; I'm fine.
Ⓓ She called the following: names.
25. Ⓐ Dear Sir:
Ⓑ The play begins at 83:0.
Ⓒ Please: use this door.
Ⓓ Thank you: for all your help.

In which sentences are apostrophes used correctly?

19. Ⓐ I ca'nt meet you until 6:30.
Ⓑ Il'l walk the dog,
Ⓒ It's 12:00, and I am late!
Ⓓ The dog shook it's head.
20. Ⓐ I'm sorry I can't be there.
Ⓑ Lets' go together.
Ⓒ I need two day's notice.
Ⓓ Were all staying home.
21. Ⓐ Tell them the'yre almost here.
Ⓑ Our neighbor's party was loud.
Ⓒ Two trees' caught on fire.
Ⓓ Listen to the'ir reasons.
22. Ⓐ The picture tell's the story.
Ⓑ I love Charlotte's home.
Ⓒ His cats' were both black.
Ⓓ The papers have'nt been delivered.

In which sentences are hyphens used correctly?

26. Ⓐ My father-in-law came to visit.
Ⓑ My part time-job is fun.
Ⓒ There were more than thirty two-people.
Ⓓ One half-of the cake was eaten.
27. Ⓐ Dorothy was fif-teen minutes late.
Ⓑ A firefighter gave a presenta-tion on fire safety.
Ⓒ Twenty six-pizzas were delivered to the party.
Ⓓ That monument is over one-hundred years old.
28. Ⓐ The air conditioner was-broken.
Ⓑ She is twenty-one years old.
Ⓒ The sun-set was orange red.
Ⓓ He likes his sister in-law.

Unit 1: Capitalization

Common and Proper Nouns

- ☞ There are two main types of nouns: **common nouns** and **proper nouns**.
- ☞ A **common noun** names any one of a class of objects.
Examples: girl, state, author
- ☞ A proper noun is the name of a particular person, place, or thing. A proper noun begins with a capital letter.
Examples: Mark Twain, Tennessee, Washington Monument

Practice**A. Write a proper noun suggested by each common noun.**

- | | |
|---------------------|-------------------|
| 1. college _____ | 11. car _____ |
| 2. river _____ | 12. school _____ |
| 3. governor _____ | 13. lake _____ |
| 4. singer _____ | 14. country _____ |
| 5. physician _____ | 15. street _____ |
| 6. holiday _____ | 16. park _____ |
| 7. TV show _____ | 17. month _____ |
| 8. city _____ | 18. actor _____ |
| 9. teacher _____ | 19. girl _____ |
| 10. classmate _____ | 20. state _____ |

B. Write a sentence in which you use a proper noun suggested by each phrase.

1. Your state or province _____

2. Name of a foreign country _____

3. Name of a singer _____

4. Name of a television star _____

5. Name of an ocean _____

Unit 1: Capitalization

More Common and Proper Nouns

- ☞ There are two main classes of nouns: **common** and **proper nouns**.
- ☞ A **common noun** names any one of a class of objects.
Examples: woman, city, tree
- ☞ A **proper noun** names a particular person, place, or thing. It begins with a capital letter.
Examples: Ms. Patel, Chicago, Empire State Building

Practice

- A. Underline each noun. Then write *C* or *P* above it to show whether it is a common or proper noun.**

- | | |
|---|---|
| P | C |
| 1. <u>Maria</u> is my <u>sister</u> . | |
| 2. Honolulu is the chief city and capital of Hawaii. | |
| 3. Rainbow Natural Bridge is hidden away in the wild mountainous part of southern Utah. | |
| 4. The <i>Declaration of Independence</i> is often called the birth certificate of the United states. | |
| 5. Abraham Lincoln, Edgar Allan Poe, and Frederic Chopin were born in the same year. | |



- B. Write a proper noun suggested by each common noun.**

- | | |
|-------------------|-------------------|
| 1. country _____ | 7. actor _____ |
| 2. book _____ | 8. day _____ |
| 3. governor _____ | 9. car _____ |
| 4. state _____ | 10. lake _____ |
| 5. athlete _____ | 11. singer _____ |
| 6. school _____ | 12. holiday _____ |

- C. Write a sentence using each proper noun and the common noun for its class.**

1. Mexico Mexico is another country in North America. _____
2. December _____
3. Alaska _____
4. Thanksgiving Day _____
5. Abraham Lincoln _____
6. Tuesday _____

Unit 1: Capitalization

Test Your Noun Knowledge

- 👂 A **noun** is a word that names a person, place, or thing.
- 👂 A **common noun** names any person, place, or thing. It is a general word that begins with a small letter.

Example: Many a patriot played an important part in the early history of our country.

- 👂 A **proper noun** names a particular person, place, or thing. A proper noun begins with a capital letter.

Example: Benjamin Franklin of Philadelphia was a designer of the Constitution.

Practice


Read each sentence. Underline each *common noun* once and each *proper noun* twice.

1. Young Ben spent his early days in Boston, Massachusetts.
2. The young man became an apprentice of a printer.
3. He soon tired of this occupation and ran away to Philadelphia.
4. Soon Franklin owned a printing shop.
5. Did he publish the *Pennsylvania Gazette* and *Poor Richard's Almanac* at the same time?
6. He also founded the University of Pennsylvania.
7. He began to protest the interference of England in the daily lives of North Americans.
8. Franklin represented Pennsylvania at the Second Continental Congress.
9. He worked with John Adams, Roger Sherman, Robert Livingston, and Thomas Jefferson to draft the *Declaration of Independence*.
10. This amazing statesman also served as the ambassador to France.
11. He lived in Paris and met many interesting people.
12. He returned to the United States and worked on many fascinating projects.




Unit 1: Capitalization

Using Capital Letters


 **Capitalize** the first word of a sentence and of each line of poetry.

Example: Jim recited a poem. The first two lines follow.

All the animals looked up in wonder
When they heard the roaring thunder.

 Capitalize the first word of a direct quotation.

Example: Beth said, "Let's try to memorize a poem, too."

 Capitalize the first, last, and all important words in the titles of books, poems, stories, and songs.


Examples: *The Jungle Book*, "Snow Time"

Practice


A. Circle each letter that should be capitalized. Write the capital letter above it.

1. Anthony said, "what time does the movie start?"
2. francis Scott Key wrote "the star spangled banner."
3. edgar Allan Poe, the author of "the raven," was born in Boston.
4. paul asked, "when do you plan to visit your friend?"
5. what famous American said, "give me liberty, or give me death"?



 Capitalize all **proper nouns**.

Examples: James T. White, Mother, Fifth Avenue, Italy, Missouri, Smokey Mountains, Thanksgiving, November, Statue of Liberty, *Mayflower*, British Columbia

 Capitalize all **proper adjectives**. A proper adjective is an adjective that is made from a proper noun.

Examples: the Italian language, Chinese food, French tourists

B. Circle each letter that should be capitalized. Write the capital letter above it.


1. Lauren, does your friend live in miami, florida, or atlanta, georgia?
2. The potomac river forms the boundary between virginia and maryland,
3. The *pinta*, the *niña*, and the *santa maría* were the ships columbus sailed.
4. The founder of the american red cross was clara barton.
5. Glaciers are found in the rocky mountains, the andes mountains, and the alps.

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Unit 1: Capitalization

Using Capital Letters, p. 2



 Capitalize a person's title when it comes before a name.


Examples: Mayor Flynn, Doctor Suarez, Governor Kuhn

 Capitalize abbreviations of titles.

Examples: Ms. C. Cooke, Dr. Pearsoll, Gov. Milne, Judge Brenner

C. Circle each letter that should be capitalized. Write the capital letter above it.

1. How long have you been seeing dr. thompson?
2. Our class invited mayor thomas to speak at graduation.
3. dr. crawford w. long of Georgia is believed to be the first physician to use ether during surgery.
4. What time do you expect mr. and mrs. randall to arrive?
5. When is ms. howell scheduled to begin teaching?

 Capitalize abbreviations of days and months, parts of addresses, and titles of members of the armed forces. Also capitalize all letters in the abbreviations of states.

Examples: Tues.; Nov.; 201 S. Main St.; Maj. Donna C. Plunkett; Boston, MA

D. Circle each letter that should be capitalized. Write the capital letter above it.

- | | |
|------------------------------|---------------------------|
| 1. shoreville water festival | 3. captain c. j. neil |
| june 23-24 | <i>c/o ocean star</i> |
| mirror lake | p.o. box 4455 |
| shoreville, mn 55108 | portsmouth, nh 03801 |
| 2. barbara dumont | 4. dr. charles b. stevens |
| 150 telson rd. | elmwood memorial hospital |
| markham, ontario L3R 1E5 | 1411 first street |
| | tucson, az 85062 |

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Unit 1: Capitalization

Using Capital Letters, p. 3

☞ Capitalize the first word of a sentence and of each line of poetry.

Examples: Maria wrote a poem. It began as follows:

One cold, starry night
I saw the stars taking flight.

☞ Capitalize all proper nouns.

Examples: Ellen Kennan, Uncle John, First Street, Spain, Virginia, White Mountains, New Year's Day, March, Niles High School, *Sea Voyager*

☞ Capitalize the first word of a quotation.

Example: Tonya said, "Everyone should learn a poem."

☞ Capitalize the first, last, and all important words in the titles of books, poems, stories, and songs.

Examples: "Somewhere Over the Rainbow"; *The Call of the Wild*

☞ Capitalize all proper adjectives. A proper adjective is an adjective that is made from a proper noun.

Examples: the French language, German food, American tourists

E. Circle each letter that should be capitalized. Write the capital letter above it.

- henry wadsworth longfellow wove the history of america into his poems "evangeline" and "the courtship of miles standish."
- "the midnight ride of paul revere" is another of longfellow's poems.
- The british ship *titanic* sank on its first trip from england to the united states.
- the first law course offered by an american college was taught by george wythe.
- he taught many famous people, including thomas jefferson and james monroe.
- The mississippi river flows through vicksburg, mississippi, and new orleans, louisiana.
- "what time do the church bells ring?" asked amelia.
- robert answered, "i believe they ring every half hour."
- Many centuries ago, vikings lived in what is now known as norway, sweden, and denmark.
- the song "the battle hymn of the republic" was written by julia ward howe.
- Mr. james nelson lives in chicago, illinois.
- he asked, "have you ever seen a waterfall?"
- The president of the united states lives in the white house.
- Last summer I visited a hopi reservation.
- The sequoia national park is on the western slope of the sierra nevada mountains in california.



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Unit 1: Capitalization

Using Capital Letters, p. 4

F. Write a sentence to show each use of capital letters.

1. Name of a holiday _____

2. Name of a restaurant in your community _____

3. Name of a favorite book _____

4. Name of an author _____

5. Name of a business firm in or near your community _____

6. Name of a country _____

7. Name of a song _____

8. Name of a magazine _____

9. A direct quotation _____

10. A title that is written as part of a name _____

11. Name of a college or university _____

12. Name of a river or lake _____

13. Name of an actor or actress _____

Unit 1: Capitalization

Correct Capitalization

- ✎ Capitalize names of people and their initials.
Examples: Benjamin Franklin, Robert T. Pine, and many others signed the *Declaration of Independence*.
- ✎ Capitalize titles of people. *Mr.*, *Mrs.*, *Ms.*, and *Dr.* are commonly used titles.
Examples: Mr. Franklin, Ms. Eve Merriam
- ✎ Capitalize the pronoun *I*.
Example: Ann and I read a poem about Benjamin Franklin.
- ✎ Capitalize the first words of a sentence.
Example: During the summer, we went to the ocean often.

Practice

Read each sentence. Circle the letters that should be capital letters.

1. My friend carla decided to read ben franklin's almanac.
2. In his almanac, ben franklin wrote interesting proverbs.
3. Did you know that the almanac was named after someone called richard?
4. Ben franklin reminds me of thomas a. edison.
5. One of ben's friends was john q. adams.
6. mr. franklin also knew president jefferson.
7. Franklin also knew george washington.
8. ambassador franklin traveled to many countries.
9. mrs. franklin's name was deborah.
10. mr. franklin was the first postmaster general.
11. i gave a speech about his first post office.
12. carla and i found volumes of information about mr. franklin.
13. i also read his *Autobiography*.
14. If i study, i could become a printer one day!
15. Maybe i will invent a stove like ben did!



Unit 1: Capitalization

Capital Places

- ☞ Capitalize geographical names of continents, nations, cities, and bodies of water.
Examples: Europe, United States, Paris, France, Lake Erie
- ☞ Capitalize the names of states and their abbreviations.
Examples: Massachusetts—MA, Pennsylvania—PA
- ☞ Capitalize the names of streets and their abbreviations.
Examples: Boulevard—Blvd., Street—St., Avenue—Ave.
- ☞ Capitalize proper adjectives.
Examples: French treaty, American inventor

Practice

Read each sentence. Circle the letters that should be capital letters.

1. Although the united states was his home, Ben Franklin traveled in europe for many years.
2. Mr. Franklin often visited paris, france, and other cities.
3. He frequently sailed across the atlantic ocean.
4. Mr. Franklin was born in boston, massachusetts.
5. Mr. Franklin lived in philadelphia.
6. He had another beautiful house, also in pennsylvania.
7. When at home, Mr. Franklin often walked to broad street.
8. market street was always bustling with activity.
9. Ben spoke french and english.
10. Many americans have enjoyed his wisdom and wit.
11. Ben probably welcomed german, irish, french, spanish, and many other diplomats to america.



Unit 1: Capitalization

Special Days, Times, and Events

- ✎ Capitalize names of days of the week, months of the year, and their abbreviations.
Examples: Wednesday —Wed., October—Oct.
- ✎ Capitalize the names of holidays.
Examples: Independence Day, Thanksgiving Day
- ✎ Capitalize the names of historical periods and events.
Examples: Industrial Age, Revolutionary War

Practice

Read each sentence. Circle the letters that should be capital letters.

1. We celebrated the 200th anniversary of American independence on july 4, 1976.
2. Ben Franklin probably worked monday through friday.
3. Sam Adams was a politician who wrote a "Circular Letter" to the colonial legislatures on february 11, 1768.
4. The success of valentine's day is due largely to the post office that Ben Franklin established.
5. On independence day we celebrate America's birthday.
6. June 14 is an American holiday called flag day.
7. It is believed that the boston tea party of December 16, 1773, was organized by Sam Adams.
8. The first person to die in the boston massacre was Crispus Attucks, a fugitive slave.
9. It has been said that on April 19, 1775, the american revolution began.



Unit 1: Capitalization

Abbreviations

☞ An **abbreviation** is a short way of writing a word or words.

☞ Many abbreviations are used in addresses. Here are some common street abbreviations.

Examples: Street—St. Boulevard—Blvd. Avenue—Ave.
 Road—Rd. Drive—Dr. Place—Pl.

☞ Here are the abbreviations for the days of the week and months of the year.

Examples: Sunday—Sun. Monday—Mon.
 Tuesday—Tues. Wednesday—Wed.
 Thursday—Thurs. Friday—Fri. Saturday—Sat.
 January—Jan. February—Feb. March—Mar.
 April—Apr. August—Aug. September—Sept.
 October—Oct. November—Nov. December—Dec.

Practice

Write the correct abbreviation for the underlined word or words in each sentence.

1. On Wednesday, September 22, the Lack family arrived. _____
2. They moved to a house on Jack Boulevard. _____
3. John made some notes on his calendar for October. _____
4. Then he wrote a letter to his aunt on Mack Place. _____
5. He wrote, "My new school on Tack Road is huge." _____
6. "I've joined the band, and we practice on Monday." _____
7. "We hope to get invited to play in the Thanksgiving Day Parade on Thursday." _____
8. "What a thrill it would be to march down Fifth Avenue." _____
9. "I can't wait—November is only a few months away." _____
10. "I'd also get to visit my friends from Dack Street School." _____



Unit 1: Capitalization

Addressing an Envelope

- ✎ An **envelope** is used to send a letter or a note.
- ✎ The receiver's **address** goes in the center of the envelope. The **return address** is placed in the upper left-hand corner of the envelope. It is the sender's address.
- ✎ **Postal abbreviations** are used for state names. They are written with two capital letters and no periods. The **ZIP code** is written after the state abbreviation.



Postal Abbreviations

AlabamaAL	KentuckyKY	North DakotaND
Alaska.....AK	LouisianaLA	OhioOH
ArizonaAZ	MaineME	OklahomaOK
ArkansasAR	MarylandMD	OregonOR
CaliforniaCA	Massachusetts.....MA	PennsylvaniaPA
ColoradoCO	MichiganMI	Rhode IslandRI
Connecticut.....CT	MinnesotaMN	South CarolinaSC
Delaware.....DE	MississippiMS	South DakotaSD
District of Columbia.....DC	MissouriMO	TennesseeTN
FloridaFL	MontanaMT	TexasTX
Georgia.....GA	NebraskaNE	UtahUT
HawaiiHI	NevadaNV	VermontVT
IdahoID	New HampshireNH	Virginia.....VA
IllinoisIL	New JerseyNJ	WashingtonWA
IndianaIN	New MexicoNM	West VirginiaWV
IowaIA	New YorkNY	WisconsinWI
Kansas.....KS	North Carolina.....NC	WyomingWY

Practice

Address an envelope to Ann Powers, 5003 University Street, Oxford, Indiana 47978. Use your name and address for the return address.

Unit 1: Capitalization

Unit 1 Test

A. Choose the word in each sentence that should be capitalized.

- Was senator Curtis a member of the foreign delegation?
 (A) senator (B) member (C) foreign (D) delegation
- The foreign students enjoyed the mexican food.
 (A) foreign (B) students (C) mexican (D) food
- Their principal was the author of a book called *Getting to know Your Students*.
 (A) principal (B) author (C) to (D) know
- My uncle has a cabin in detroit, Michigan, by the lake.
 (A) uncle (B) cabin (C) detroit (D) lake
- where did the three men and their fathers go on vacation?
 (A) where (B) men (C) fathers (D) vacation
- "I will just be a moment," said Kate. "please wait for me."
 (A) moment (B) said (C) please (D) me
- The speaker told the audience at Howell auditorium that he was an expert.
 (A) speaker (B) audience (C) auditorium (D) expert
- My mother's sister moved to the city and lives at 947 east Westwind Street.
 (A) mother's (B) sister (C) city (D) east

Choose the sentence in which capitalization is used correctly.

- (A) The nine planets of our solar system revolve around the sun in elliptical orbits.
 (B) Jeremy said, "let's go to the exhibit at the Museum of Natural History."
 (C) I need to go to the library and check out *how to Refinish Furniture the Easy Way*.
 (D) Corporal Henderson moved his family to White Air Force base.

In which sentences is a capital letter needed?

- (A) Have you read *Nature's way*?
 (B) Spanish is his native language.
 (C) The judge ran for re-election.
 (D) Their anniversary is in May.
- (A) February 25, 1998
 (B) Dear Friend,
 (C) Toronto, ontario
 (D) Yours truly,
- (A) "The Sound of Silence"
 (B) "Alan," said Teresa, "don't move."
 (C) Frank said, "see me after work."
 (D) "No, I don't," replied Anna.
- (A) Jesse lost the directions.
 (B) His favorite sandwich is italian meatball.
 (C) I called for a doctor's appointment.
 (D) The television station went off the air.

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Unit 1: Capitalization

Unit 1 Test, p. 2

 **B. Rewrite the following paragraph. Be sure to add capital letters where they are needed.**

chris and her friends went to a festival in chicago, illinois. Some of them tasted greek pastry and canadian cheese soup. charley thought that the italian sausage and mexican tacos were delicious! laurel tried an unusual japanese salad. They all watched some irish folk dancers and listened to german music.

 **C. Circle each letter that should be capitalized. Write the capital letter above it.**

1. Did anita and her family drive through arizona, new mexico, and colorado?
2. Isn't brazil larger in area than the united states?
3. Did mark twain live in the small town of hannibal, missouri?
4. Have you read the story of martin luther king?
5. I have been reading about the solomon islands.
6. The north sea is connected with the english channel by the strait of dover.
7. At thirteen, sam houston moved to tennessee from lexington, virginia.
8. Isn't st. augustine the oldest city in the united states?
9. Is nairobi the capital of kenya?
10. Our friend brought japanese money back from her trip.

Unit 2: Punctuation

Periods

☞ Place a **period** (.) at the end of a declarative or an imperative sentence.

Example: Zeely told a story about her childhood days.

☞ Place a **period** after an abbreviation.

Examples: Dr. (Doctor) 7 A.M. Sept. (September)
Mrs. Tayber Fri. (Friday) Pine Rd.

☞ Place a **period** after an initial.

Examples: Z. Tayber Elizabeth A. Jamison

☞ Place a **period** after a number in the main topic and after a letter in the subtopic of an outline.

Examples: II. Elizabeth's characteristics
 A. Dreamer
 B. Storyteller
 C. Lonely

Practice**A. Write each sentence. Add periods where needed.**

1. Last month I read a collection of African folk tales
2. "The Caterpillar" was my favorite story in the book
3. It was one of several stories from the Masai people
4. Webster Cole, Jr, was the illustrator
5. The book was edited by Dr Pauline Davis.
6. My brother, Lt Col Ted Irwin, brought the book to me.
7. When I finished the book, I gave it to my best friend, J T Whitney, to read.
8. She enjoyed the character Ibu G Pokla.

**B. Add periods in this outline where needed.**

9. III Themes in African folk tales
 - A The importance of family loyalty
 - B Reward for a job well done
 - C Punishment for wickedness

Unit 2: Punctuation

Questions and Exclamations

☞ Place a question mark (?) at the end of an interrogative sentence.

Example: Were you really glad to leave Canada?

☞ Place an exclamation point (!) at the end of an exclamatory sentence.

Example: How exciting it was to visit Canada, Carli's homeland!

☞ Place an exclamation point after a strong interjection.

Example: Wow! The Canadian Rockies were nothing like the scenery around Boston.

Practice

Complete each sentence. Add question marks or exclamation points as needed.

1. Did I tell you about our family's camping trip to Canada
2. Could you ever see such sunsets in the mountains around here
3. Have you heard what I'm doing at school right now
4. Aren't the mountains majestic
5. Quiet Let me tell you about our campsite.
6. What a terrific time we all had
7. How beautiful that clearing in the pines was
8. What a good thing it was that I bought my camera
9. How many pictures did you take
10. I took a million pictures
11. Did you really take that many
12. Have you ever seen totem poles
13. They are so tall
14. We had such a great time
15. Do you ever ride horses
16. Our guide took us on the steepest trails
17. Wouldn't you like to visit Canada



Unit 2: Punctuation

Using End Punctuation

- ✎ Use a **period (.)** at the end of a declarative sentence.
Example: We are going to Mexico on our vacation.
- ✎ Use a **question mark (?)** at the end of an interrogative sentence.
Example: Do you know whose picture is on the one-dollar bill?

**Practice****A. Use a period or question mark to end each sentence below.**

- Does this road wind uphill all the way to Carol's house _____
- Los Angeles, Mexico City, and Rome have all been sites of the Olympic Games _____
- Were there really one hundred people standing in line at the theater _____
- Wisconsin raises hay, corn, and oats _____
- Pablo, Tom, Carol, and Ling were nominated as candidates _____
- Whom did you see, Elizabeth _____
- Haydn, Mozart, Mendelssohn, and Beethoven composed symphonies _____
- Hummingbirds and barn swallows migrate _____
- Do you think that Napoleon was an able leader _____
- Does Louise live in Los Angeles, California _____
- Who wrote the *Declaration of Independence* _____
- We flew from Seattle, Washington, to Miami, Florida _____

B. Add the correct end punctuation where needed in the paragraphs below.

Have you ever heard of Harriet Tubman and the Underground Railroad _____ During the Civil War in the United States, Harriet Tubman, a former slave, helped more than three hundred slaves escape to freedom _____ Tubman lead slaves on the dangerous route of the Underground Railroad _____ It was not actually a railroad but a series of secret homes and shelters that led through the South to the free North and Canada _____ How dangerous was her work _____ There were large rewards offered by slaveholders for her capture _____ But Tubman was never caught _____ She said proudly, "I never lost a passenger _____" She was called the Moses of her people _____

During the war, she worked as a spy for the Union army _____ An excellent guide, she would lead soldiers into enemy camps _____ She also served as a nurse and cook for the soldiers _____ She was well respected among leading abolitionists of the time _____ She was also a strong supporter of women's rights _____

Do you know what she did after the war _____ She settled in Auburn, New York, and took care of her parents and any other needy black person _____ She was always low on money but never refused anyone _____ Later, she set up a home for poor African Americans _____

Go on to the next page.

Unit 2: Punctuation

Using End Punctuation, p. 2

✎ Use a **period (.)** at the end of an imperative sentence.

Example: Please answer the telephone.

✎ Use an **exclamation point (!)** at the end of an exclamatory sentence and after an interjection that shows strong feeling. If a command expresses great excitement, use an exclamation point at the end of the sentence.

Examples: Ouch! Follow that car! The ringing is so loud! My ears hurt!

✎ Practice

C. Add periods or exclamation points where needed in each sentence below.

1. I love to hike in the mountains ____
2. Just look at the view in the distance ____
3. Be sure to wear the right kind of shoes ____
4. Ouch ____ My blister is killing me ____
5. Talk quietly and walk softly ____
6. Don't scare away the wildlife ____
7. Look ____ It's a bald eagle ____
8. I can't believe how big it is ____
9. Take a picture before it flies away ____
10. Its wings are bigger than I had ever imagined ____
11. It's one of the most breathtaking sights I've ever seen ____
12. Oh, look this way ____ Here comes another one ____



D. Add the correct end punctuation where needed in the paragraph below.

Which animal do you think has been on Earth longer, the dog or the cat ____ If you answered the cat, you're right ____ About 5,000 years ago in Egypt, cats became accepted household pets ____ That was a long time ago ____ Cats were actually worshipped in ancient Egypt ____

The different members of the cat family have certain things in common ____ House cats and wild cats all walk on the tips of their toes ____ Isn't that incredible ____ Even though all cats don't like water, they can all swim ____ Another thing that all cats have in common is a keen hunting ability ____ Part of this is due to their eyesight ____ They see well at night and in dim light ____ Did you know that the cat is the only animal that purrs ____ A cat uses its whiskers to feel ____ Its sense of touch is located in its whiskers ____ The coat of a cat can be long-haired or short-haired, solid-colored or striped ____ Some cats even have spots ____ Can you name any type of cats ____

Unit 2: Punctuation

Types of Sentences

A **declarative** sentence makes a statement. It is followed by a period (.).

Examples: It is warm today. I took off my coat.

An **interrogative** sentence asks a question. It is followed by a question mark (?).

Examples: When is Tony coming? Why is the bus late today?

Practice

A. Write *D* before each declarative sentence and *IN* before each interrogative sentence. Put the correct punctuation mark at the end of the sentence.

- IN 1. Who is your favorite author _____?
2. How are our forests protected from fire _____
3. Tim learned the names of the trees in his neighborhood _____
4. A good driver obeys every traffic law _____
5. The hippopotamus lives in Africa _____
6. Do you know the legend of the dogwood tree _____
7. Every sentence should begin with a capital letter _____
8. Ryan is repairing the lamp _____
9. Did you ever see a kangaroo _____
10. Where did these fragrant roses grow _____
11. Beautiful furniture can be made from the oak tree _____
12. Flour can be made from dried bananas _____
13. Did anyone find Steve's book _____
14. Andrea feeds the goldfish every day _____
15. How many people are studying to be pilots _____
16. Kelly is going to the show with us _____
17. Last summer we made a trip to Carlsbad Caverns _____
18. How old are you _____
19. The architect and her assistant inspected the building _____
20. When did you arrive at the meeting _____
21. Did you forget your wallet _____
22. That light bulb is burned out _____
23. The baby crawled across the room _____
24. When would you like to eat _____
25. Jo helped Andy wash the car _____


Go on to the next page.

Unit 2: Punctuation

Types of Sentences, p. 2

 An **imperative** sentence expresses a command or a request. It is followed by a period (.).

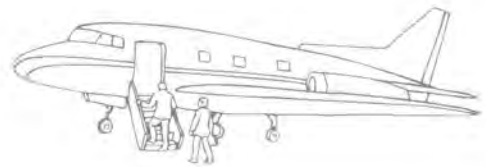
Example: Close the door.

 An **exclamatory** sentence expresses strong or sudden feeling. It is followed by an exclamation point (!).

Example: I am innocent!

B. Write *IM* before each imperative sentence and *E* before each exclamatory sentence. Put the correct punctuation mark at the end of each sentence.

- IM 1. Write the names of the days of the week ____.
- ____ 2. Please mail this package for me ____.
- ____ 3. I love the gift you gave me ____.
- ____ 4. Lay the papers on the desk ____.
- ____ 5. How beautiful the night is ____.
- ____ 6. Watch out for that turning car ____.
- ____ 7. Drive more slowly ____.
- ____ 8. Keep time with the music ____.
- ____ 9. Deliver this message immediately ____.
- ____ 10. Sign your name in my yearbook ____.
- ____ 11. That airplane is so huge ____.
- ____ 12. Please lend me a postage stamp ____.
- ____ 13. I'm delighted with the flowers ____.
- ____ 14. How blue the sky is ____.
- ____ 15. My neighbor's shed is on fire ____.
- ____ 16. The baby's lip is bleeding ____.
- ____ 17. I can't believe that I got a perfect score ____.
- ____ 18. Pass the green beans ____.
- ____ 19. Write down these sentences ____.
- ____ 20. That movie was so exciting ____.
- ____ 21. The puppy is so playful ____.
- ____ 22. Look both ways when crossing the street ____.
- ____ 23. What a pretty red and blue sailboat ____.
- ____ 24. Please repeat what you said ____.
- ____ 25. Put the vase on the table ____.
- ____ 26. Be more careful with your work ____.



Unit 2: Punctuation

Commas

✎ Place a comma (,) between the day and the year in a date.

Examples: May 30, 1999 December 7, 1941

✎ Place a comma between the city and the state in an address.

Examples: Washington, D.C. Concord, Massachusetts

✎ Place a comma after the greeting in a friendly letter and after the closing of any letter.

Examples: Dear Danielle, Very truly yours, Sincerely,

✎ Practice

A. Complete each sentence. Add commas where they are needed.

1. I gave my stories to Mr. Avery Towle on May 11 1938.
2. His reply was dated February 7 1939.
3. We moved to London on February 13 1939.
- 4 I started keeping a journal on April 16 1939.
5. Address your letter to Paul in Annapolis Maryland.
6. The Japanese bombed Pearl Harbor Hawaii, and then the United States entered the war.
7. My uncle was stationed in Versailles France.
8. Dear Uncle Jack
9. Your friend
10. Sincerely yours



B. Complete this letter correctly. Add commas where they are needed.

42 Church Street
London England
February 8 1939

Dear Mr. Towle

Thank you for reading my stories. I am honored that you took the time to read them. I hope some day to be as great a writer as you are.

Sincerely
Danielle Lowe

Unit 2: Punctuation

Common Commas

- ✎ Use a **comma** (,) to set off a transition—a word or group of words that connects ideas in a paragraph and shows how the ideas are related.
Example: Furthermore, totem poles declare a family's history.
- ✎ Place a comma after the words *yes* and *no*, after mild interjections, and after two or more prepositional phrases when these items introduce a sentence.
Examples: Yes, the Northwest Coast Indians lived in Canada.
On top of the totem, a real eagle sat watching.
- ✎ Use commas to set off most appositives.
Example: The Indians, natives of the area, made beautiful pottery.
- ✎ Use commas to separate three or more items in a list, or series, in a sentence.
Example: These Indians made totems, canoes, and pottery.
- ✎ Place a comma before the conjunctions *and*, *or*, or *but* in a compound sentence.
Example: Totem poles still stand, but pottery cannot be found.

Practice

Complete each sentence correctly. Add commas where needed.

1. In addition totem poles were used to identify tribes.
2. Many warriors carved totem poles too.
3. My the beading on this moccasin is so delicate!
4. On the shoulders of this robe a tiny braided pattern of beadwork appears.
5. The girl a young bride wore a beautiful ceremonial dress.
6. Redwoods the giant trees were used for dugout canoes.
7. Tall strong Sequoia trees were used for dugout canoes.
8. Into the canoes the Indians put oars nets and fish.
9. The Tlingit tribe built canoes and they carved masks.
10. A dugout canoe was found but it was badly damaged.



Unit 2: Punctuation

Using Commas

- ✎ Use a **comma** between words or groups of words that are in a series.
Example: Pears, peaches, plums, and figs grow in the southern states.
- ✎ Use a comma before a conjunction in a compound sentence.
Example: The farmers planted many crops, and they will work long hours to harvest them.
- ✎ Use a comma after a subordinate clause when it begins a sentence.
Example: After we ate dinner, we went to a movie.

✎ **A. Add commas where needed in the sentences below.**

1. Frank Mary and Patricia are planning a surprise party for their parents.
2. It is their parents' fiftieth wedding anniversary and the children want it to be special.
3. They have invited the people their father used to work with their mother's garden club members and long-time friends of the family.
4. Even though the children are grown and living in their own homes it will be hard to make it a surprise.
5. Mr. and Mrs. Slaughter are active friendly and involved in many things.
6. For the surprise to work everyone will have to be sure not to say anything about their plans for that day.
7. This will be especially hard for the Knudsens but they will do their best.
8. Since every Sunday the families have dinner together the Knudsens will have to become very good actors the week of the party.

- ✎ Use a comma to set off a quotation from the rest of a sentence.
Examples: "I want to go with you," said Paul. Paul said, "I want to go with you."

B. Add commas before or after the quotations below.

1. "We're sorry that we have to cancel our plans" said Earl.
2. Carmen said "But we've done this every week for ten years!"
3. Jeanette said "We have to leave town."
4. Ivan asked "Can't you put it off just one day?"
5. "No I'm afraid we can't" said Earl.
6. "Then we'll just start over the following week" said Carmen cheerfully.
7. Jeanette said "I bet no one else has done this."
8. "I sure hate to spoil our record" said Earl.
9. "Don't worry about it" said Ivan.
10. "Yes everything will work out" said Jeanette.

Go on to the next page.

Unit 2: Punctuation

Using Commas, p. 2

- ☞ Use a **comma** (,) to set off the name of a person who is being addressed.
Example: Emily, are you ready to go?
- ☞ Use a comma to set off words like *yes*, *no*, *well*, and *oh* at the beginning of a sentence.
Example: Yes, as soon as I find my jacket.
- ☞ Use a comma to set off an appositive.
Example: Felix, Emily's dog, is entered in a dog show.

C. Add commas where needed in the sentences below.

1. Anthony a grocery store owner was planning for a busy day.
2. "Diane would you open the store at 9 o'clock?" asked Anthony.
3. "Of course that's the time we always open," said Diane.
4. "Pierre the chef at Elaine's will be coming by" he said.
5. Kelly said "Stephanie I'd like some fresh peanuts."
6. "Yes but how many pounds would you like?" answered Stephanie.
7. Ms. Harmon asked "Martin what kind of fresh fruit do you have?"
8. "Well let me check what came in this afternoon," said Martin.
9. Alan the butcher had to wait on fifteen customers.
10. "I don't have time to wait Alan" said Carol.
11. The manager Juan told everyone to be patient.
12. "Please it will go quickly if you all take a number" said Juan.
13. "Yes you're right as usual" said the crowd.
14. Martin the produce manager went behind the counter to help.
15. Well they had sold all of their grapes and tomatoes before noon.
16. "We only have one bushel of green beans left" said Martin.
17. Mr. Loster bought cherries bananas and corn.
18. He was planning a special dinner for Sara his wife.
19. Mr. Loster spent the afternoon cooking baking and cleaning.
20. Today July 18 was her birthday.

**D. Add commas where needed in the paragraph below.**

Men women boys and girls from across the nation participate in the Special Olympics. Because of this event patterned after the Olympic games boys and girls with disabilities have opportunities to compete in a variety of sports. The Special Olympics includes competition in track swimming and gymnastics. Volunteers plan carefully and they work hard to insure that the event will be challenging rewarding and worthwhile for all the participants. One of my neighbors Chris Bell once worked as a volunteer. "It was an experience that I'll never forget" he said.

Unit 2: Punctuation

Put Your Commas Here

- ☞ Place a **comma** (,) before the closing marks of a direct quotation when there is more to the sentence, unless a question mark or exclamation point is needed.

Example: "I think we did well in class today," Ivan said.

- ☞ Use commas to set off a noun in direct address.

Example: What are you thinking, Alexandra, as you recover from typhoid fever?

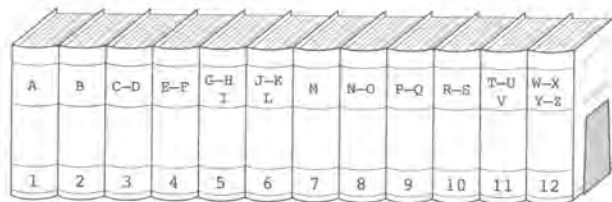
- ☞ Place commas in certain parts of a bibliography.

Examples: Lee, William Sungjun. "Children of Russia."
Frontier Magazine, May 1988, pp. 12-15. (magazine)
 Malek, Anna Helena. Dictation Handbook.
 New York: Palmer Press, 1987. (book)

Practice

Complete each item. Add commas where needed.

- "Ivan" whispered Alexandra "what are you doing?"
- "I am making a new toy for you to play with until you are well" Van explained.
- "I am very excited to see it" said Alexandra.
- "I cannot finish it today" said Ivan.
- "That is fine" said Alexandra. "I will look forward to seeing it when you are finished."
- "Alexandra I hope you feel much better soon."
- "Thank you Ivan for your good wishes."
- "I will see you tomorrow Alexandra!"
- Kerberg Petra. Global Education. Chicago: Niles Press January 1988 p. 62.
- Nidinow Poleet. "The Art of Dictation." Electronics in School October 1987 p. 39.
- Kosta Yuri. "Dictation in the Classroom." Current Communication August 1987 p. 47.
- Burgen Katrina. "Translation Made Easy." Office Tech July 1988 p. 53.



Unit 2: Punctuation

Semicolons and Colons

- ✎ Place a **colon** (:) between the hour and the minute in the time of day.
Examples: 10:15 A.M. 2:40 P.M. 12:00 A.M. (midnight)
- ✎ Place a **colon** after the greeting of a business letter.
Examples: Dear Mrs. Gammage: Dear Sir or Madam:
- ✎ Use a **semicolon** (;) to take the place of a comma and a conjunction in a compound sentence.
Examples: Lou Ann fell asleep; she woke up when the bus stopped.

Practice

Complete each item. Add colons or semicolons as needed. Express each time of day in numerals in the space provided.

1. Libby woke up at six ten A.M. _____ and smiled.
2. Today she was leaving at eight thirty A.M. _____ for summer camp.
3. Lou Ann was due shortly after eight fifteen A.M. _____.
4. The bus left town at nine twenty A.M. _____.
5. The bus would arrive at camp at one forty-five P.M. _____.
6. Dear Mr. Perez
7. Dear Mrs. Conti
8. Dear Dr. Cushing
9. Dear Counselor Smith
10. Lou Ann's mother had fixed her a large lunch Lou Ann couldn't even eat half of it.
11. The girls went to the cabins they each chose a bunk.
12. At twelve forty P.M. _____ when her parents arrived, Libby ran to the car.
13. Lou Ann was upset her parents did not come on visiting day.
14. Libby took her parents to the cabin she showed them her bunk.
15. It was time for dinner Libby invited Lou Ann to join her family.
16. Libby looked out the window and sighed Lou Ann would be happier tomorrow.



Unit 2: Punctuation

Using Colons and Semicolons



Use a **colon** after the greeting in a business letter.

Examples: Dear Mrs. Miller: Dear Sirs:

Use a colon between the hour and the minutes when writing the time.

Examples: 11:45 3:30 9:10

Use a colon to introduce a list.

Example: The shopping cart contained the following items: milk, eggs, crackers, apples, soap, and paper towels.

Practice

A. Add colons where needed in the sentences below.

- At 9 1 0 this morning, we'll be leaving for the natural history museum.
- Please bring the following materials with you pencils, paper, erasers, and a notebook.
- The bus will be back at 4 0 0 to pick us up.
- The special exhibit on birds contains the following types prehistoric birds, sea birds, and domestic birds.
- The letter we wrote to the museum began "Dear Sir Please let us know when the special exhibition on penguins will be shown at your museum."
- He told us that we could find out more about the following kinds of penguins the Emperor, the Adélie, and the Magellan.

Use a **semicolon** between the clauses of a compound sentence that are closely related but not connected by a conjunction. Do not capitalize the word after a semicolon.

Example: Hummingbirds and barn swallows migrate; most sparrows live in one place all year.

B. Rewrite each sentence below, adding semicolons where needed.

- Colleen is a clever teacher she is also an inspiring one.

- Her lectures are interesting they are full of information.

- She has a college degree in history world history is her specialty.

- She begins her classes by answering questions she ends them by asking questions.

Unit 2: Punctuation

Quotation Marks and Underlines

- ☞ Place **quotation marks** around minor titles (titles of stories, articles, chapters in books, poems, and songs).

Examples: "Pandora's Box" (story)
"Dream Spinner" (poem)

- ☞ Use quotation marks around minor titles that appear in a bibliography.

Example: Brooks, Carolyn. "Greek Heroes." World Literature Monthly, November 1979, pp. 41-42.

- ☞ Underline titles of books, plays, newspapers, magazines, movies, television shows, music titles, and musical compositions.

Examples: Hercules (movie)
Greece Today (magazine)

Practice

Complete each item. Add quotation marks or underlines where they are needed.

- I read a story called Greek Heroes.
- The poem Sky Light is about Zeus.
- The Flight of Icarus is a Greek story.
- The magazine article Tragic Myths is very interesting.
- I wrote a song entitled Athena's Revenge.
- Carradine, Jacob. Paths Across the Sky. Mythology Magazine, January 2, 1988.
- Sutton, Dana. Fact or Fantasy? Writer's Weekly, March 22, 1988.
- Carlisle, Miles. Power of the Past. Arcadia News, July 23, 1988.
- I read a book called the Wishing Well.
- The play Map to the Stars is about a lost Greek god.
- There is an article about Greek mythology in today's copy of the newspaper Good Morning Atlanta.



Unit 2: Punctuation

Using Quotation Marks

- ✎ Place **quotation marks** directly before and after each direct quotation. If the quotation is divided into two parts by other words, place quotation marks only around the quoted words.
Examples: “I want to push the wheelchair,” Lonnie said.
John laughed. “Anything you say, Lonnie,” he agreed.
“Now, let’s get going!”
- ✎ If a direct quotation consists of several sentences, do not close the quotation until the speaker is finished.
Example: Nurse Bean said, “John, your mother is here with your costume. You’re going to your party in style!”
- ✎ Always place commas and periods inside the closing quotation marks.
Example: Lonnie said, “I’ve been working on your chair, John.”
- ✎ Place question marks and exclamation points inside the closing quotation marks if the quotation itself is a question or an exclamation.
Examples: “What a great night for a party!” he exclaimed.
“How do I look?” John asked.

✎ Practice

Complete each sentence. Add quotation marks where needed.

1. Don’t forget my goggles, Mom, John said.
2. Don’t worry; we’ve got everything, Mom replied.
3. Nurse Bean, Doctor Lansing said, please help us get John down these steps.
4. John, are you comfortable in there? asked his mother.
5. Wait until you see what I’ve got for your chair! said Lonnie.
6. John smiled. You’ve done a great job, Lonnie! he exclaimed.
7. This race car driver costume was the best idea ever! said John.
8. Hey, John’s here! shouted all the people at the costume party.



Unit 2: Punctuation

Using Quotation Marks and Apostrophes

Use **quotation marks** to show the exact words of a speaker. Use a comma or another punctuation mark to separate the quotation from the rest of the sentence.

Examples: "Do you have a book on helicopters?" asked Tom.
James said, "It's right here."

A quotation may be placed at the beginning or at the end of a sentence. It may also be divided within the sentence.

Examples: Deborah said, "There are sixty active members."
"Morton," asked Juanita, "have you read this magazine article?"

Practice

A. Add quotation marks and other punctuation where needed in the sentences below.

- Dan, did you ever play football asked Tim.
- Morris asked Why didn't you come in for an interview?
- I have never said Laurie heard a story about a ghost.
- Selina said Yuri thank you for the present.
- When do we start on our trip to the mountains asked Stan.
- Our guest said You don't know how happy I am to be in your house.
- My sister said Kelly bought those beautiful baskets in Mexico.
- I'm going to plant the spinach said Doris as soon as I get home.



Use an **apostrophe** in a contraction to show where a letter or letters have been taken out.

Examples: Amelia **didn't** answer the phone. **I've** found my wallet.

Use an apostrophe to form a possessive noun. Add -'s to most singular nouns. Add -' to most plural nouns. Add -s to a few nouns that have irregular plurals.

Examples: A **child's** toy was in our yard. The **girls'** toys were in our yard.
The **children's** toys were in our yard.

B. After each sentence below, write the word in which an apostrophe has been left out. Add the apostrophe where needed.

- Many players uniforms are red. _____
- That dog played with the babys shoe. _____
- Julio isnt coming with us to the library. _____
- Its very warm for a fall day. _____
- The captains ship was one of the newest. _____
- Marcia doesnt sing as well as my sister does. _____

Unit 2: Punctuation

More Quotation Marks and Apostrophes

- Use **quotation marks** to show the exact words of a speaker. Use a comma or another punctuation mark to separate the quotation from the rest of the sentence. A quotation may be placed at the beginning or at the end of a sentence. Begin the quote with a capital letter.

Examples: Pat said, "Please take the dog for a walk."

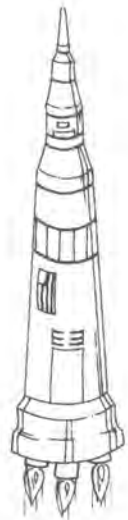
"Please take the dog for a walk," said Pat.

- A quotation may also be divided within the sentence.

Example: "Pat," said Scott, "I just returned from a walk!"

Practice**A. Add quotation marks and commas where needed in the sentences below.**

- Wait for me said Laura because I want to go with you.
- Kim, did you write an article about spacecraft? asked Tom.
- Where is the manager's desk? inquired the stranger.
- Joanne asked What is Eric's address?
- David asked How long did Queen Victoria rule the British Empire?
- Carlos, did you bring your interesting article? asked the teacher.
- Good morning said Cindy.
- Doug asked Did Jim hurt himself when he fell?
- The meeting begins in ten minutes said Rico.
- Hoan, you're early said Melissa.
- Come on, said the coach you'll have to play harder to win this game!
- Tony said, I know you'll do well in your new job. You're a hard worker.



- Use an **apostrophe** in a contraction to show where a letter or letters have been taken out.

Examples: I **can't** remember your name. **I'll** have to think about it.

- Use an apostrophe to form a possessive noun. Add -'s to most singular nouns. Add -' to most plural nouns. Add -'s to a few nouns that have irregular plurals.

Examples: **Dina's** house is made of brick. All the **neighbors'** houses are wooden.

The **children's** treehouse is wooden.

B. Write the words in which an apostrophe has been left out. Insert apostrophes where they are needed.

- Kate, didnt you want Sues job? _____
- Havent you seen Pauls apartment? _____
- Jim didnt hurt himself when he fell off Toms ladder. _____

Unit 2: Punctuation

Using Other Punctuation

✎ Use a **hyphen** between the parts of some compound words.

Examples: poverty-stricken sixty-three two-thirds
 part-time able-bodied brother-in-law
 hard-boiled short-term red-hot

✎ Use a hyphen to separate the syllables of a word that is carried over from one line to the next.

Example: So many things were going on at once that no one could possibly guess how the play would end.

Practice

A. Add hyphens where needed in the sentences below.

1. The director told us that there would be room for only two busloads, or eighty four people.
2. The play was going to be in an old fashioned theater.
3. Between acts the theater was completely dark, but the orchestra continued to play anyway.
4. The theater was so small that there were seats for only ninety two people.

✎ Use a **dash** to set off words that interrupt the main thought of a sentence or to show a sudden change of thought.

Examples: We were surprised—even shocked—by the news.
 It was Wednesday—no it was Friday—that I was sick.

B. Add dashes where needed in the sentences below.

1. There was a loud boom what a fright from the back of the theater.
2. We all turned around I even jumped up to see what it was.
3. It was part of the play imagine that meant to add suspense.
4. I'd love to see the play again maybe next week and bring Andrea.

✎ **Underline** the titles of books, plays, magazines, newspapers, films, and television series.

Example: We read Romeo and Juliet last term.

✎ Underline foreign words and phrases.


Example: "Adieu," said the French actor to his co-star.

C. In the sentences below, underline where needed.

1. We saw the movie Of Mice and Men after we had read the novel.
2. In Spanish, "Hasta la vista" means "See you later."
3. My favorite book is Little Women.
4. I took a copy of Life magazine out of the library.

Unit 2: Punctuation

Unit 2 Test

 Choose the sentence in which the end punctuation is used correctly.

1. Ⓐ I told you the truth?
Ⓑ He went back to the house!
Ⓒ What a fantastic idea!
Ⓓ Don't be sad?
2. Ⓐ Look. There's a rainbow.
Ⓑ Snakebites can be dangerous.
Ⓒ I'd like to know her name?
Ⓓ When will you leave for the lake.
3. Ⓐ I like to read when the weather is bad?
Ⓑ We almost made it on time?
Ⓒ Can we help you?
Ⓓ Haven't I met you before!
4. Ⓐ Ouch. I burned myself.
Ⓑ That's her favorite dessert?
Ⓒ Everyone likes ice cream?
Ⓓ Take the first exit.

 In which sentences are commas used correctly?

5. Ⓐ "I can't go today, Sam" Tony said.
Ⓑ After fishing we ate, swam and relaxed
Ⓒ Charles wants to go but, Tom can't.
Ⓓ Dan, my neighbor, said he will meet us,
6. Ⓐ Karen asked, "How can you tell?"
Ⓑ First I measured and then, I cut.
Ⓒ How old are, you Maria?
Ⓓ Since it rained we wrote letters, and read.
7. Ⓐ Oh I know I can do it, if I try.
Ⓑ Jim told us "Be careful, not to slip!
Ⓒ Did you use sugar, cinnamon, and nutmeg?
Ⓓ I called but, you weren't home.
8. Ⓐ Yes, it's a good thing, we found out.
Ⓑ "No" said Juan, "I don't want any."
Ⓒ He lives in New Orleans, Louisiana.
Ⓓ Who is the one, who did this?
9. Ⓐ James can you go, or not?
Ⓑ Once he learns, Kevin will teach me to ski.
Ⓒ Well I guess I'll go, now.
Ⓓ My oldest friend Andrew, moved to Houston.
10. Ⓐ Men, women and children are invited.
Ⓑ A good neighbor's, Ted Barnes, house was flooded.
Ⓒ Michael asked "What happened here?"
Ⓓ We went first, and they followed shortly after.


 In which sentences are quotation marks used incorrectly?

11. Ⓐ "When," asked Joseph, "are you leaving?"
Ⓑ Sara told Scott, "I passed the test!"
Ⓒ "Tell me when to stop," said Mary.
Ⓓ "Gunnar added, I would never do that!"
12. Ⓐ "Don't worry," said Manuel. Everything is fine.
Ⓑ "Let me tell you what I saw," said Joe.
Ⓒ Laura asked, "What time should we meet?"
Ⓓ "Brett," said Louis, "bring in the lawn chairs."
13. Ⓐ "I can't believe the time! exclaimed Bert.
Ⓑ Paul asked, "Where are you going to dinner?"
Ⓒ "Now," said Stephanie, "we can relax."
Ⓓ "I'm going to sit outside and read," said Sara.

Go on to the next page.

Unit 2: Punctuation

Unit 2 Test, p. 2

 Choose the sentence in which quotation marks are used correctly.

14. (A) "Can you come? Tom said."
 (B) Andy asked, "Did you see the show?"
 (C) "Yes, I will," answered Jana.
 (D) "Robyn told us, "Don't step there!"
15. (A) "I'd like to go, said Lin."
 (B) Fran said, "Please" hold this.
 (C) "Are you Canadian? asked June.
 (D) Jeff said, "I can't believe it!"

 Choose the sentences that need apostrophes.


16. (A) Our dogs fur is thicker in winter.
 (B) Your gloves are in the car.
 (C) Our neighbors bought a dog.
 (D) Keith brought home two loaves of bread.
17. (A) The copies she made were difficult to read.
 (B) Club members must volunteer ten hours a week.
 (C) The childrens poems were the hit of the talent show.
 (D) Two rooms must be reserved for the party.

 Choose the sentence in which apostrophes are used correctly.

18. (A) Don't leave me here alone.
 (B) He has'nt arrived yet.
 (C) That notebook is her's.
 (D) Forget whats' been said already.
19. (A) The teacher is'nt here yet.
 (B) Their's is the one on the far left.
 (C) Voting is every person's right.
 (D) Shell be back soon with the paper.

 Choose the sentence in which colons or semicolons are used correctly.

20. (A) Will Renee be there by: 7:30?
 (B) The time is now 1:20.
 (C) Do you have these items a pencil;
 and paper?
 (D) By 2:00; please be at the station.
21. (A) Please: make a list.
 (B) We like to visit; museums in Chicago.
 (C) It was 2:00; but nobody showed up.
 (D) He's my brother; I'm his sister.

 Choose the sentence in which dashes or hyphens are used correctly.

22. (A) Do you like hard boiled-eggs?
 (B) Tell me—I'm starting it now—
 how to do this project.
 (C) I am working-on a short term basis.
 (D) All thirty one-people looked bored.
23. (A) We like to visit the wonderful muse-ums
 in Chicago, Illinois.
 (B) There are twenty seven-people in my
 pottery class.
 (C) My grand-mother is ninety two years old.
 (D) James made a pineapple upside down-cake.

 Choose the sentence in which underlining is used correctly.

24. (A) Entertainment Weekly is fun to read.
 (B) She is the author of The Way It Was Then.
 (C) "Por favor," said Enrique.
 (D) Gone With the Wind is her favorite movie.
25. (A) I saw the play Jane Eyre four times.
 (B) Do you read the Wall Street Journal?
 (C) I checked that fact in World Book
 Encyclopedia.
 (D) Have you read the book Huckleberry
Finn?

Unit 3: Revision

Revising and Proofreading

- ✎ **Revising** gives you a chance to rethink and review what you have written and to improve your writing. Revise by adding words and information, by taking out unneeded words and information, and by moving words, sentences, and paragraphs around.
- ✎ **Proofreading** has to do with checking spelling, punctuation, grammar, and capitalization. Use proofreader's marks to show changes needed in your writing.

Proofreader's Marks

≡
Capitalize.

/
Make a small letter.

^
Add a comma.

○
Add a period.

^
Add something.

↵
Take something out.

Ⓢ
Correct spelling.

¶
Indent for new paragraph.

↔
Move something.

Practice

- A. Rewrite the paragraph below. Correct the errors by following the proofreader's marks.



¶ yellowstone national park is the oldest and largest park national in the united states. It is located partly in northwestern wyoming, partly in southern montana, and partly in easturn idaho idaho. during the summer of 1988, large parts of park the were damaged by fire. A serious lack of rein was part of the reason the fire was sew severe. one fire threatened almost to destroy the park's famous lodge, which is constructed entirely of wood. fortunately, firefighters' efforts saved the lodge from desturction today, the forests are slowly recovering from the fires.

Go on to the next page.

Unit 3: Revision

Revising and Proofreading, p. 3



C. Read the paragraphs below. Use proofreader’s marks on page 39 to revise and proofread the paragraphs. Then write your revised paragraphs below.

Representatives from several community organizations attended the meeting to express their support of the recreation center “Construction of this center is Long Overdue Are members will now have a central place in which to meet instead of crowding into each other’s homes said Milton Sayre chairman of the berryton citizens senior league


plans call for a groundbreaking ceremony on Thursday may 16 at 2 30 followed by a reception in adams park Construction is scheduled mayor booth supervisor john leland and city council members will participate all residents are invited to join them at the ceremony

Unit 3: Revision

Proofreading a Persuasive Paragraph in a Business Letter

Proofreading Hint

To be a good proofreader, look for one type of error at a time. For example, proofread once for capitalization errors, once for punctuation errors, and once for spelling errors.

 **Proofread the business letter, paying special attention to capitalization and punctuation. Use the Proofreader's Marks to correct at least nine errors.**

Proofreader's Marks


Capitalize.

/
Make a small letter.

^
Add a comma.

○
Add a period.

^
Add something.


Take something out.

sp
Correct spelling.

¶
Indent for new paragraph.


Move something.

431 palm Avenue
Normand Massachusetts 02162
june 26, 1998

Mr. glen Scrubb
Grime-Away cleaners
816 Ruby Street
Normand, massachusetts 02162

dear Mr. Scrubb

My family has used your cleaners for seven years, and your service has always been satisfactory. however, last Thursday I picked up my favorite slacks from Grime-Away and discovered a new tear in the cuff. I know that the tear was not there when I brought the slacks to Grime-Away. The clerk said she could not have the tear repaired without your authorization. Please send me a note stating that you will pay four the repair.

Thank you for your help.

sincerely,

Donald Todd

Unit 3: Revision

Proofreading a Suspense Story

🗨️ Proofreading Hint

To be a good proofreader, look for one type of error at a time. For example, proofread once for capitalization errors, once for punctuation errors, and once for spelling errors.

✎ Proofread this beginning of a suspense story, paying special attention to the punctuation of direct quotations. Use the Proofreader's Marks to correct at least fifteen errors.

On that misty, moonless night, the breakwater seemed a long way from the nearest building. Its lights struggled faintly through the gloom of the fog.

"Maybe we should come another night," Ginny suggested nervously.

"Why?" asked David.

"We won't be able to see it even if it does come," answered Ginny.

They all peered into the murky depths of the ocean. They could not see beyond the beam of Bob's flashlight. It would be impossible to see anything even a few inches beneath the surface of the water.

"We won't see it if it stays under the water," said Bob, "but people say that it comes right up onto the rock."

"We must be crazy to be here," commented Roger.

"Well," said Taffy, "we have to find out whether the monster is real or not."

"But what if we don't even see it?" demanded David.


"We don't need to see it," said Bob quietly. "It will see us."


Proofreader's Marks

- ≡ Use a capital letter.
- ⊙ Add a period.
- ^ Add something.
- ^ Add a comma.
- ∩ Add quotation marks.
- ✂ Cut something.
- ∧ Replace something.
- ↔ Transpose.
- Spell correctly.
- ¶ Indent paragraph.
- / Make a lowercase letter.

Unit 3: Revision

Correcting Sentence Fragments and Run-on Sentences

 Good writers correct sentence fragments and run-on sentences.

 Rewrite the following paragraphs from a business letter. Correct any sentence fragments or run-on sentences.




I should begin by telling you how long I have been a customer of Kicks. For five years. I have always been satisfied with your merchandise and your service.

I am happy to have an opportunity to tell you how much I have enjoyed shopping at Kicks. However, my letter has a different purpose. To ask you to carry my favorite line of sporting goods. Sporty's. I have begun shopping elsewhere for sporting goods. I would rather be shopping at Kicks it is my favorite store. Besides, your other customers would enjoy Sporty's top quality goods. Available at Sporty's low prices.

Please consider my suggestion let me know what you decide.

Unit 3: Revision

Unit 3 Test

 Write each sentence correctly. Use correct capitalization and punctuation, including periods, question marks, exclamation points, commas, colons, semicolons, apostrophes, hyphens, underlines, and quotation marks.

1. sue ann was very upset clair did not share sue ellens opinion of the camp

2. we got to the hospital at 2 00 P.M. and talked to dr cook at 3 00 P.M.

3. watch out for that wire the man yelled

4. charlottes web is one of my favorite books

5. I wrote a poem once called the way it was

6. can you come to the party tomorrow at 4 15 P.M.

7. our new house is in cincinnati ohio said richard

8. our address as of june 31 1999 will be 444 idledown circle

9. my glasses will not stay on my head complained ms stickney

10. thats because they are mine said miss chambers


11. have you ever been to colorado or utah

12. laura said to stay away from the water she was worried that we might fall in.


Go on to the next page.

Unit 3: Revision

Unit 3 Test, p. 2

 For questions 13-17 darken the circle for the sentence that shows *correct* capitalization and punctuation.

13. Ⓐ Have you read the latest Judy Blume book.
Ⓑ When is Ed going fishing?
Ⓒ Linnie's family is going to boston, Mass.
Ⓓ Everyone is excited about the july 4th parade.
14. Ⓐ Jamie asked, "Did you really jump with a parachute?"
Ⓑ Dino enjoys collecting stamps coins and baseball cards.
Ⓒ The Atlantic ocean is a large body of salty water.
Ⓓ Who invented the box kite.
15. Ⓐ Is sunday your favorite day of the week?
Ⓑ I would love to learn how to speak spanish.
Ⓒ My cousin goes to Lincoln High School.
Ⓓ Thanks for the graduation gift
16. Ⓐ Although it was getting dark i didn't panic.
Ⓑ "Ramon, are you ready yet?"
Ⓒ Roy was born on August 10 1989.
Ⓓ We ordered hamburgers fries and shakes for lunch.
17. Ⓐ Close the door quietly please
Ⓑ Where did you hide the candy.
Ⓒ Why don't you visit us more often?
Ⓓ Be careful

 For questions 18-22 darken the circle for the choice that shows the correct punctuation for the underlined part of each sentence. Darken the circle for *Correct as it is* if there is no error.

18. I enjoyed playing basketball, but my sister prefers field hockey.
Ⓐ basketball but
Ⓑ basketball but,
Ⓒ , basketball but
Ⓓ Correct as it is
19. After class is over, take all the papers to the office.
Ⓐ over; take
Ⓑ over take,
Ⓒ , over take,
Ⓓ Correct as it is
20. She wore an elegant fashionable dress and new shoes.
Ⓐ elegant fashionable, dress
Ⓑ elegant, fashionable dress,
Ⓒ elegant, fashionable dress
Ⓓ Correct as it is
21. Do you know where the museum is located?
Ⓐ located.
Ⓑ located!
Ⓒ located
Ⓓ Correct as it is
22. Winnie likes seafood but her brother prefers chicken.
Ⓐ seafood, but
Ⓑ seafood but,
Ⓒ , seafood but
Ⓓ Correct as it is

Answer Key

P. 1-2

1. C, 2. D, 3. D, 4. B, 5. C, 6. A, 7. A, 8. B
9. C, 10. A, 11. B, 12. C, 13. A, 14. C, 15. B
16. C, 17. C, 18. A, 19. C, 20. A, 21. B
22. B, 23. C, 24. A, 25. A, 26. A, 27. B, 28. B

P. 3

A. and B. Answers will vary.

P. 4

A. Students should write **P** above the proper nouns in bold and **C** above the underlined common nouns. 1. **Maria**, sister, 2. **Honolulu**, city, capital, **Hawaii**, 3. **Rainbow Natural Bridge**, part, **Utah**, 4. **The Declaration of Independence**, certIFICATE, **United States**, 5. **Abraham Lincoln**, **Edgar Allan Poe**, **Frederic Chopin**, year. B. and C. Answers will vary.

P. 5

1. **Ben**, days, **Boston**, Massachusetts, 2. man, apprentice, printer, 3. occupation, Philadelphia, 4. **Franklin**, shop
5. Pennsylvania Gazette, Poor Richard's Almanac, time, 6. University of Pennsylvania
7. interference, England, lives, North Americans, 8. **Franklin**, Pennsylvania, Second Continental Congress, 9. **John Adams**, Roger Sherman, Robert Livingston, Thomas Jefferson, Declaration of Independence
10. statesman, ambassador, France, 11. Paris, people, 12. United States, projects

Pp. 6-9

Students should circle and capitalize the first letter in each of the following words:
A. 1. What, 2. Francis, The, Star, Spangled, Banner, 3. Edgar, The, Raven, 4. Paul, When
5. What, Give, B. 1. Miami, Florida, Atlanta, Georgia, 2. Potomac, River, Virginia, Maryland, 3. *Pinta*, *Nina*, *Santa*, *Maria*, Columbus, 4. American, Red, Cross, Clara, Barton, 5. Rocky, Mountains, Andes, Mountains, Alps, C. 1. Dr., Thompson
2. Mayor, Thomas, 3. Dr., Crawford, W., Long, 4. Mr., Mrs., Randall, 5. Ms., Howell
D. 1. Shoreville Water Festival/June 23-24/Mirror Lake/Shoreville, MN 55108
2. Barbara Dumont/150 Telson Rd./Markham, Ontario L3R 1E5, 4. Captain C. J. Neil/*Ocean Star*/P. O. Box 4455/Portsmouth, NH 03801, 5. Dr. Charles B. Stevens/Elmwood Memorial Hospital/1411 First Street/Tucson, AZ 85062, E. Students should circle and capitalize the first letter in each of the following words. 1. Henry, Wadsworth, Longfellow, America, Evangeline, The, Courtship, Miles, Standish, 2. The, Midnight, Ride, Paul, Revere, Longfellow's, 3. British, *Titanic*, England, United, States, 4. The, American, George, Wythe, 5. He, Thomas, Jefferson, James, Monroe, 6. Mississippi, River, Vicksburg, Mississippi, New, Orleans, Louisiana, 7. What, Amelia, 8. Robert, 1
9. Vikings, Norway, Sweden, Denmark
10. The, The, Battle, Hymn, Republic, Julia, Ward, Howe, 11. James, Nelson, Chicago, Illinois, 12. He, Have, 13. President, United, States, White, House, 14. Hopi, 15. Sequoia, National, Park, Sierra, Nevada, Mountains, California, F. Sentences will vary.

P. 10

Words to capitalize listed only: 1. Carla, Ben, Franklin's, 2. Ben, Franklin, 3. Richard
4. Franklin, Thomas, A., Edison, 5. Ben's, John, Q., Adams, Mr., Franklin, President, Jefferson, 7. George, Washington
8. Ambassador, Franklin, 9. Mrs., Franklin's, Deborah, 10. Mr., Franklin, Postmaster, General, 11. I, 12. Carla, I, Mr., Franklin
13. I, 14. I, I, 15. I, Ben

P. 11

Words to capitalize listed only: 1. United, States, Europe, 2. Paris, France, 3. Atlantic, Ocean, 4. Boston, Massachusetts
5. Philadelphia, 6. Pennsylvania, 7. Broad, Street, 8. Market, Street, 9. French, English,
10. Americans, 11. German, Irish, French, Spanish, America

P. 12

Words to capitalize listed only: 1. July
2. Monday, Friday, 3. February, 4. Valentine's, Day, 5. Independence, Day, 6. Flag, Day
7. Boston, Tea, Party, 8. Boston, Massacre
9. American, Revolution

P. 13

1. Wed., Sept., 2. Blvd., 3. Oct., 4. Pl., 5. Rd.
6. Mon., 7. Thurs., 8. Ave., 9. Nov., 10. St.

P. 14

Accept correct envelope form.

Pp. 15-16

A. 1. A, 2. C, 3. D, 4. C, 5. A, 6. C, 7. C
8. D, 9. A, 10. A, 11. B, C, 12. C, B, 13. C;
B. Students should capitalize letters in bold: **chris**, **chicago**, **illinois**, **greek**, **canadian**, **charley**, **italian**, **mexican**, **laurel**, **japanese**, **irish**, **german**; C. Students should circle and capitalize the first letter in each of the following words: 1. Anita, Arizona, New, Mexico, Colorado, 2. Brazil, United, States
3. Mark, Twain, Hannibal, Missouri
4. Martin, Luther, King, 5. Solomon, Islands
6. North, Sea, English, Channel, Strait, Dover
7. Sam, Houston, Tennessee, Lexington, Virginia, 8. St., Augustine, United, States
9. Nairobi, Kenya, 10. Japanese

P. 17

A. 1. end of sentence, 2. end of sentence
3. end of sentence, 4. after Jr., 5. after Dr.
6. after Lt., after Col., 7. after J., after T.
8. after G., B. 9. after Ill., after A., after B., after C.

P. 18

1. ? 2. ? 3. ? 4. ? 5. ! 6. ! 7. ! 8. ! 9. ? 10. !
11. ? 12. ? 13. ! 14. ! 15. ? 16. ! 17. ?

Pp. 19-20

A. 1. ? 2. ? 3. ? 4. ? 5. ? 6. ? 7. ? 8. ? 9. ? 10. ?
11. ? 12. ? B. Line 1. ? Line 3. ? Line 4. ?
Line 5. ? Line 6. ? Line 7. ? Line 8. ?
Line 9. ? Line 10. ? Line 11. ? Line 12. ?
Line 13. ? Line 14. ? 15. ? C. 1. ? or ! 2. ! 3. ?
4. ! or ? 5. ? 6. ? or ! 7. ! or ? 8. ! 9. ? 10. ?
11. ! 12. ! D. Line 1. ? Line 2. ? or !
Line 3. ? or ! Line 4. ? Line 5. ? Line 6. ?
Line 7. ? Line 8. ? Line 9. ? Line 10. ?
Line 11. ? Line 12. ?

P. 21

1. IN, 2. IN, 3. D, 4. D, 5. D, 6. IN, 7. D
8. D, 9. IN, 10. IN, 11. D, 12. D, 13. IN

14. D, 15. IN, 16. D, 17. D, 18. IN, 19. D
20. IN, 21. IN, 22. D, 23. D, 24. IN, 25. D

P. 22

1. IM, 2. IM, 3. E, 4. IM, 5. E, 6. IM or E
7. IM, 8. IM, 9. IM, 10. IM, 11. E, 12. IM
13. E, 14. E, 15. E, 16. E, 17. E, 18. IM
19. IM, 20. E, 21. E, 22. IM, 23. E, 24. IM
25. IM, 26. IM

P. 23

1. after May 11, 2. after February 7, 3. after February 13, 4. after April 16, 5. after Annapolis, 6. after Pearl Harbor, 7. after Versailles, 8. after Jack, 9. after friend
10. after yours, 13. after London, after February 8, after Mr. Towle, after Sincerely

P. 24

1. after addition, 2. after poles, 3. after My
4. after robe, 5. after girl, after bride
6. after Redwoods, after trees, 7. after Tall
8. after our's, after nets, 9. after canoes
10. after found

Pp. 25-26

A. 1. after Frank, after Mary, 2. after anniversary, 3. after with, after members
4. after homes, 5. after active, after friendly
6. after work, 7. after Knudsens, 8. after together, B. 1. after plans, 2. after said
3. after said, 4. after asked, 5. after No, after can't, 6. after week, 7. after said, 8. after record, 9. after it, 10. after Yes, after out
C. 1. after Anthony, after owner, 2. after Diane, 3. after course, after open, 4. after Pierre, after Elaine's, after by, 5. after said, after Stephanie, 6. after Yes, 7. after asked, after Martin, 8. after Well, after afternoon
9. after Alan, after butcher, 10. after wait, after Alan, 11. after manager, after Juan
12. after Please, after number, 13. after Yes, after usual, 14. after Martin, after manager
15. after Well, 16. after left, 17. after cherries, after bananas, 18. after Sara, 19. after cooking, after baking, 20. after Today, after July 18, D. Line 1. after Men, after women, after boys, Line 2. after event, Line 5. after games, after track, after swimming, after carefully, after challenging, after rewarding
Line 6. after neighbors, after Bell
Line 7. after forget

P. 27

1. after Ivan, after Alexandra, 2. after well
3. after it, 4. after today, 5. after fine, 6. after Alexandra, 7. after you, after Ivan, 8. after tomorrow, 9. after Kerberg, after Press, after 1988, 10. after Nidinow, after School, after 1987, 11. after Kosta, after Communication, after 1987, 12. after Burgen, after Tech, after 1988

P. 28

1. 6:10, 2. 8:30, 3. 8:15, 4. 9:20, 5. 1:45
6. Dear Mr. Perez., 7. Dear Mrs. Conti;
8. Dear Dr. Cushing., 9. Dear Counselor Smith, 10. Lou Ann's mother had fixed her a large lunch; Lou Ann couldn't even eat half of it. 11. The girls went to the cabins; they each chose a bunk., 12. 12:40, 13. Lou Ann was upset; her parents did not come on visiting day., 14. Libby took her parents to the cabin; she showed them her bunk., 15. It was time for dinner; Libby invited Lou Ann to join her family., 16. Libby looked out the window and sighed; Lou Ann would be happier tomorrow.

Answer Key

Answer Key

P. 29

A. 1. 9; 10, 2. you; 3. 4:00; 4. types; 5. began; "Dear Sir; 6. penguins; 7. 3;30
B. 1. Colleen is a clever teacher; she is also an inspiring one.; 2. Her lectures are interesting; they are full of information.
3. She has a college degree in history; world history is her specialty.; 4. She begins her classes by answering questions; she ends them by asking questions.

P. 30

A. Sentences will vary.; B. 7. in-gen-ious-
8. sep-a-rate, 9. un-tir-ing, 10. me-chan-ic
11. flow-er-ing, 12. cu-ri-ous; C. Sentences will vary.

P. 31

A. 1. 2; 10 2. you; 3. 4;30 4. items;
5. following; B. 1. garden-ing 2. old-
fashioned 3. sign-up 4. Twenty-seven
5. daughter-in-law 6. audi-torium

P. 32

1. I read a story called "Greek Heroes."
2. The poem "Sky Light" is about Zeus.
3. "The Flight of Icarus" is a Greek story.
4. The magazine article "Tragic Myths" is very interesting.; 5. I wrote a song entitled "Athena's Revenge"; 6. Carradine, Jacob. "Paths Across the Sky." Mythology Magazine, January 2, 1988.; 7. Sutton, Dana. "Fact or Fantasy?" Writer's Weekly, March 22, 1988.; 8. Carlisle, Miles. "Power of the Past." Arcadia News, July 23, 1998. 9. I read a book called The Wishing Well.; 10. The play Map to the Stars is about a lost Greek god.; 11. There is an article about Greek mythology in today's copy of the newspaper Good Morning Atlanta.

P. 33

1. "Don't forget my goggles, Mom." John said.; 2. "Don't worry; we've got everything," Mom replied.; 3. "Nurse Bean," Doctor Lansing said, "please help us get John down these steps."; 4. "John, are you comfortable in there?" asked his mother.; 5. "Wait until you see what I've got for your chair!" said Lonnie.; 6. John smiled. "You've done a great job, Lonnie!" he exclaimed.; 7. "This race car driver costume was the best idea ever!" said John.; 8. "Hey, John's here!" shouted all the people at the costume party.

P. 34

A. 1. "Dan, did you ever play football?" asked Tim. 2. Morris asked, "Why didn't you come in for an interview?"; 3. "I have never," said Laurie, "heard a story about a ghost." 4. Selina said, "Yuri, thank you for the present." or "Selina," said Yuri, "thank you for the present."; 5. "When do we start on our trip to the mountains?" asked Stan.; 6. Our guest said, "You don't know how happy I am to be in your house."; 7. My sister said, "Kelly bought those beautiful baskets in Mexico." or "My sister," said Kelly, "bought those beautiful baskets in Mexico."; 8. "I'm going to plant the spinach," said Doris, "as soon as I get home."; B. 1. players; 2. baby's 3. isn't; 4. It's; 5. captain's; 6. doesn't

P. 35

A. 1. "Wait for me," said Laura, "because ... you."; 2. "Kim, ... spacecraft?" asked Tom. 3. "Where ... desk?" inquired the stranger.

4. Joanne asked, "What ... address?"; 5. David asked, "How ... Empire?"; 6. "Carlos, ... article?" asked the teacher.; 7. "Good morning," said Cindy.; 8. Doug asked, "Did ... fell?"; 9. "The ... minutes," said Rico. 10. "Hoan, you're early," said Melissa. 11. "Come on," said the coach, "you'll ... game!"; 12. Tony said, I ... worker." B. 1. didn't; Sue's; 2. Haven't; Paul's; 3. didn't; Tom's

P. 36

A. 1. eighty-four, 2. old-fashioned, 3. continued, 4. ninety-two, B. 1. There was a loud boom—what a fright—from the back of the theater.; 2. We all turned around—I even jumped up—to see what it was.; 3. It was part of the play—imagine that—meant to add suspense.; 4. I'd love to see the play again—maybe next week—and bring Andrea. C. 1. Of Mice and Men; 2. Hasta la vista; 3. Little Women; 4. Life

Pp. 37-38

1. C; 2. B; 3. C; 4. D; 5. D; 6. A; 7. C; 8. C
9. B; 10. D; 11. D; 12. A; 13. A; 14. C; 15. D
16. A; 17. C; 18. A; 19. C; 20. B; 21. D
22. B; 23. A; 24. C; 25. B

Pp. 39-41

A. Yellowstone National Park is the oldest and largest national park in the United States. It is located partly in northwestern Wyoming, partly in southern Montana, and partly in eastern Idaho. During the summer of 1988, large parts of the park were damaged by fire. A serious lack of rain was part of the reason the fire was so severe. One fire threatened to destroy the park's famous lodge, which is constructed entirely of wood. Fortunately, firefighters' efforts saved the lodge from destruction. Today the forests are slowly recovering from the fires.

B. (Check that students have added correct proofreader's marks.) Although Yellowstone National Park is the largest national park in the United States, other national parks are also well-known. Yosemite National Park in California has acres of mountain scenery and miles of hiking trails. One of the world's largest waterfalls can also be found in Yosemite. Mammoth Cave National Park in Kentucky features a huge underground cave. The cave has over 212 miles of corridors. It also has underground lakes, rivers, and waterfalls. This cave system is estimated to be millions of years old.

Many people are surprised to learn that there are national parks in Alaska and Hawaii. Mount McKinley, the highest mountain in North America, is located in Denali National Park in Alaska. You can travel to Hawaii and visit Hawaii Volcanoes National Park. This park has two active volcanoes, rare plants, and animals.

C. (Check that students have added correct proofreader's marks.) Representatives from several community organizations attended the meeting to express their support of the recreation center. "Construction of this center is long overdue. Our members will now have a central place in which to meet, instead of crowding into each other's homes," said Milton Sayre, chairman of the Berrington Senior Citizens' League.

Plans call for a groundbreaking ceremony on Thursday, May 16, at 2:30, followed by a reception in Adams Park. Mayor Booth, Supervisor John Leland, and City Council members will participate. All residents are invited to join them at the ceremony.

P. 42

(Check that students have added correct proofreader's marks.) Heading: change "palm" to "Palm"; add comma after "Normand"; change "june" to "June"; Inside address: change "glen" to "Glen"; change "cleaners" to "Cleaners"; change "massachusetts" to "Massachusetts"; Greeting: change "dear" to "Dear"; add a colon after "Scrubb"; Body: line 2, change "however" to "However"; line 5: change "four" to "for"; Closing: change "sincerely" to "Sincerely"

P. 43

Line 2: add a period after "building"; Line 4: add quotation marks after "night"; Line 6: start new paragraph; change "Why" to "Why?"; Line 7: change "abel" to "able"; Line 11: change "too" to "to"; Line 13: add quotation marks before "We" and "but"; add quotation marks after "water"; Line 14: add quotation marks after "rock"; Line 15: change "we" to "We"; Line 16: add quotation marks before "Well" and "we"; add quotation marks after "Well" and "not"; Line 17: add quotation marks after "it"; Line 18: add quotation marks after "it" and before "It"

P. 44

Possible response:

I should begin by telling you how long I have been a customer of Kicks. I have shopped at Kicks for five years. I have always been satisfied with your merchandise and your service.

I am happy to have an opportunity to tell you how much I have enjoyed shopping at Kicks. However, my letter has a different purpose. I want to ask you to carry my favorite line of sporting goods, Sporty's. I have begun shopping elsewhere for sporting goods. I would rather be shopping at Kicks, because it is my favorite store. Besides, your other customers would enjoy Sporty's top quality goods available at Sporty's low prices. Please consider my suggestion. Let me know what you decide.

Pp. 45-46

1. Sue Ann was very upset; Clair did not share Sue Ellen's opinion of the camp.; 2. We got to the hospital at 2:00 P.M. and talked to Dr. Cook at 3:00 P.M.; 3. "Watch out for that wire!" the man yelled.; 4. Charlotte's Web is one of my favorite books.; 5. I wrote a poem once called "The Way It Was."; 6. Can you come to the party tomorrow at 4:15 P.M.? 7. "Our new house is in Cincinnati, Ohio," said Richard.; 8. Our address as of June 31, 1999, will be 444 Idledown Circle.; 9. "My glasses will not stay on my head," complained Ms. Stickney.; 10. "That's because they are mine!" said Miss Chambers.; 11. Have you ever been to Colorado or Utah?; 12. Laura said to stay away from the water; she was worried that we might fall in.; 13. B; 14. A; 15. C; 16. B; 17. C; 18. D; 19. D; 20. C; 21. D; 22. A

Answer Key