

PUNCTUATION AND CAPITALIZATION

● PERIOD

Use a period at the end of a sentence and after most abbreviations.

Jason walked to school.

● COLON

Use a colon after a salutation or sometimes before a list.

Dear Mr. Johnson: The colors are as follows: red, blue, yellow, green.

! EXCLAMATION POINT

Use an exclamation point after a sentence that expresses strong feelings.

Wow! What a surprise!

? QUESTION MARK

Use a question mark at the end of a sentence that asks a question.

What would you like for lunch?

() PARENTHESES

Use parentheses to enclose parts of a sentence that might be omitted.

Todd is taller (over six feet) than anyone else in the class.

’ APOSTROPHE

Use an apostrophe to show ownership or in place of letters omitted in a contraction.

I have Amy's book.

Matt can't go to the store.

“ ” QUOTATION MARKS

Use quotation marks to enclose the exact words spoken by a person.

Mom said, "Do your very best."

’ COMMA

Use a comma after an introductory phrase at the beginning or end of a sentence.

Last summer, our family went to the beach.

Use a comma after the greeting and closing of an informal letter.

Dear Aunt Janet,
Sincerely, Taylor

Use a comma in addresses or dates.

Our family moved to Dallas, Texas, on March 10, 1999.

Use a comma between words in a series.

Jason bought pencils, paper, and crayons.

Make sure you capitalize:

1. the first word of every sentence.
2. the names of people and pets.
3. the names of streets, towns, cities, states, and countries.
4. the word I.
5. the names of clubs, associations, and organizations.
6. the days of the week, months, and holidays.
7. historical events, geographical places and important buildings.
8. the initials of people, places, companies, and organizations.
9. the first word and chief words in the title of a book.
10. the first word of a direct quotation.
11. the first word of each line of poetry.
12. the greeting and the closing of a letter.