

Rules to Remember!

Capitalization and Punctuation

Instructions:

Read each sentence—then correct the capitalization and punctuation errors!

Helpful Hint:

Capitalization Rules

Proper names are always capitalized. They include people, places, and organizations.

Example: My sister **E**llen and I are getting ready for school.

Example: We are going to **F**lorida during summer vacation.

Example: My father volunteers for the **R**ed **C**ross.

Titles are capitalized when they are attached to a name.

Example: I like **M**rs. Anderson.

Example: My mom is taking me to **D**r. Kelly for a checkup.

Example: Governor Smith gave a speech last night.

Holidays, months, and days of the week are always capitalized.

Example: Tomorrow is **I**ndependence **D**ay!

Example: Five children in my class have birthdays in **O**ctober.

Example: We are going to the park on **S**aturday.

Punctuation Rules

Apostrophes are used to show possession and to form contractions.

Example: Terry's dog is named Buster.

Example: I can't believe we get to go to Disneyland!

Commas are used when listing a series of things.

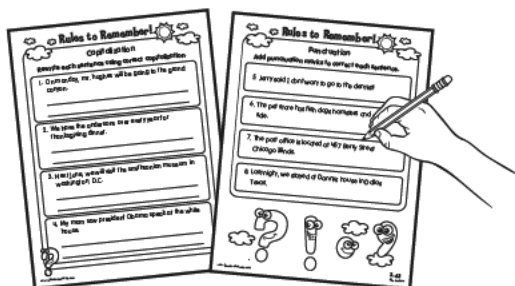
Example: I am taking swimming trunks, a towel, a hat, and toys to the beach.

Commas are used to separate parts of an address.

Example: I live at 145 Highland Place, Monrovia, California.

Commas and quotation marks are used to show when people are talking.

Example: Sarah said, "Come to my party this weekend."



Rules to Remember!

Capitalization

Rewrite each sentence using correct capitalization.

1. On monday, mr. hughes will be going to the grand canyon.

2. We have the andersons over every year for thanksgiving dinner.

3. Next june, we will visit the smithsonian museum in washington, D.C.

4. My mom saw president Obama speak at the white house.



Rules to Remember!

Punctuation

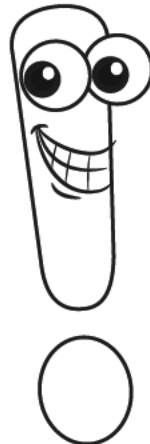
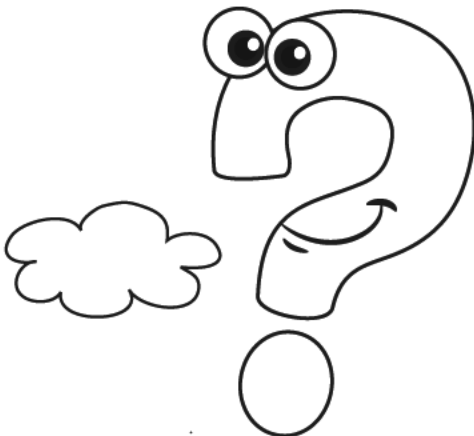
Add punctuation marks to correct each sentence.

5. Jerry said I dont want to go to the dentist!

6. The pet store has fish dogs hamsters and cats for sale.

7. The post office is located at 457 Berry Street
Chicago Illinois.

8. Last night, we stayed at Dannys house in Dallas
Texas.



Answer Key

1. On monday, mr. hughes will be going to the grand canyon.

On Monday, Mr. Hughes will be going to
the Grand Canyon.

2. We have the andersons over every year for thanksgiving dinner.

We have the Andersons over every year
for Thanksgiving dinner.

3. Next june, we will visit the smithsonian museum in washington, D.C.

Next June, we will visit the Smithsonian
Museum in Washington, D.C.

4. My mom saw president Obama speak at the white house.

My mom saw President Obama speak at
the White House.

5. Jerry said, "I don't want to go to the dentist!"

6. The pet store has fish, dogs, hamsters, and cats for sale.

7. The post office is located at 457 Berry Street,
Chicago, Illinois.

8. Last night, we stayed at Danny's house in Dallas,
Texas.