Unit 12: Capitalization

Lesson 68
Capitalization of Sentences, Quotations, and Letter Parts

Capitalize the first word of a sentence, including the first word of a direct quotation that is a complete sentence.

An apple a day keeps the doctor away.
Ricardo said, “History is my favorite subject.”

Do not capitalize an indirect quotation. An indirect quotation does not repeat the speaker’s exact words, nor does it appear in quotation marks. Often, the word that introduces an indirect quotation.

Ricardo said that history is his favorite subject.

When a quoted sentence is interrupted by an explanatory phrase such as he said, do not capitalize the second part of the sentence. Always capitalize the pronoun I.

“This music,” said Diana, “is wonderful.”
“If the phone rings,” he said, “I’ll answer it.”

If a new sentence begins the second part of a quotation, put a period after the explanatory phrase and capitalize the second part.

“I like this show,” said Marcus. “It’s funny.”

Capitalize the first word in the salutation of a letter and the title and name of the person being addressed. Capitalize a title used in place of a name.

Dear Mr. Trinh: To whom this may concern: Dearest Carolyn, Dear Sir:

Capitalize the first word in the closing of a letter.

Sincerely yours, Yours truly,

Exercise 1 Underline the correct letter in parentheses.

(J, j)amaal said, “(T, t)his is my favorite food.”

1. (M, m)om wanted me to tell you that (Y, y)ou should be home before dinner.

2. Keshia said, “(I, i)’ll call you later.”

3. (C, c)ordially (Y, y)ours,

4. “(T, t)oday,” said our teacher, “(I, i)s the first day of the science fair.”
5. "(R, r)ead this," said Rafi. "(I, i)t’s very funny.”
6. (V, v)ery (T, t)ruly (Y, y)ours,
7. "(M, m)ost of the time I just read,” said Jim.
8. (T, t)he principal asked, "(W, w)here were you yesterday?"
9. (M, m)y computer does not work correctly.
10. (D, d)ear (M, m)adame:
11. Carlos said that (H, h)e was expecting a good grade on the test.
12. Sunee said, “(I, i) wish I could have seen the play.”
13. "(T, t)his is the right answer,” said Dan.
14. (W, w)ith (B, b)est (W, w)ishes,
15. “(C, c)het,” said Mali, “(I, i)s going to tutor me in math.”
16. “Nina wrote this,” said the teacher. “(S, s)he wants to read it to the class.”
17. “(I, i)f you understand division,” said Poloma, “(F, f)ractions won’t be very hard.”
18. Catalina said that (T, t)his was the last bag of cookies.
19. (D, d)ear (C, c)ustomer:
20. (H, h)e told me that (H, h)e ran all the way home.
21. "(D, d)id she see it?” asked Alicia. “(I, i) know she likes comedies.”
22. “Honolulu,” said Kenji, “(I, i)s a beautiful city.”
23. “(W, w)ell,” exclaimed Alicia, “(T, t)hat should do it!”
24. (D, d)ear (M, m)iss Sharvy:
25. Geoff said that (T, t)he water was too cold for swimming.
26. “(I, i) can’t wait,” said Nguyen. “(I, i)’m hungry now.”
27. Cecilia said, “(D, d)on’t wait for me. I’ll join you later.”
28. (M, m)ost of the students said they (F, f)inished their reports in less than a week.
29. “(C, c)all me,” she said, “(W, w)hen you’re ready to leave.”
30. (Y, y)our (F, f)riend,
31. Luis said that (T, t)he other team had a better record.
32. Bonita asked, “(H, h)as anyone seen my book?”
Lesson 69
Capitalization of Names and Titles of Persons

Capitalize a person’s name and initials.

Paul Revere  Susan St. James  John F. Kennedy  F.D.R.

Capitalize a title or an abbreviation of a title that comes before a person’s name or that is used in direct address.

Sen. Mike Gravel  Mr. Schmidt  Sgt. York  Dr. Gibson  Governor Brown

Then Corporal Salazar said, “Here’s the report, Colonel.”

Do not capitalize a title that follows or is a substitute for a person’s name.

Dukakis, the former governor of Massachusetts, ran with Bentsen, the former senator from Texas.

Capitalize names and abbreviations of academic degrees that follow a person’s name. Also capitalize Jr. or Sr. when it follows a name.

Mary Pulaski, M.D.  Jacques Burton, Attorney at Law  Alan Karlin, Ph.D.

Ramon Delgado Jr.

Capitalize words that show family relationships when they are used as titles or substitutes for a person’s name.

Is Aunt Winona visiting this week?  Next month, Father will install a dishwasher.

Do not capitalize words that show family relationships when they follow a possessive noun, a possessive pronoun, or an article.

My uncle is a veterinarian.  She became an aunt when her sister had a baby.

Always capitalize the pronoun I.

This is one class I think I am going to like.

Exercise 1  Underline the correct letter in parentheses.

Please come bowling with me and my (U, u)ncle.

1. (M, m)r. and (M, m)rs. (N, n)elson (B, b)urton enjoy the sport of (B, b)owling.
2. Bowling is popular with the entire (B, b)urton (F, f)amily.
3. Nelson (B, b)urton, (S, s)r., was a champion during the sport’s “Golden Age.”
4. His (S, s)on, (N, n)elson (J, j)r., has an instructional segment on a network sports show.

5. The (W, w)ebers of St. Louis are also famous bowlers.

6. (P, p)ete (W, w)eber, (S, s)r., is a champion bowler and author.

7. (M, m)r. (W, w)eber wrote a book about bowling that featured his (S, s)on and (D, d)aughter.

8. The bowler’s (S, s)on, (P, p)ete (W, w)eber (J, j)r., is also a champion bowler.

9. Sometimes (C, c)ousin (B, b)ob, who is an excellent bowler, considers becoming a professional bowler.

10. His (M, m)other and (F, f)ather do not encourage him, however.

11. Although bowling can be fun, (I, i) prefer to watch football.

12. (W, w)alter (C, c)amp, a football player for Yale University, helped to modernize football.

13. In 1905 (P, p)resident (T, t)heodore (R, r)oosevelt called for changes in the rules of football to make the game safer.

14. Football was a popular sport with (J, j)ohn (F, f). (K, k)ennedy.

15. On the White House lawn, (P, p)resident (K, k)ennedy would play touch football with his (F, f)amily.

16. Another political figure, (J, j)ack (K, k)emp, has a connection with football.

17. Before being elected to the House of Representatives, (C, c)ongressman (K, k)emp was a professional football player.

18. Another sport (I, i) watch and study is basketball.

19. (J, j)ames (N, n)aismith, (M, m).(D, d)., invented basketball in December 1891.

20. Before (M, m)r. (N, n)aismith became a doctor, he was an instructor at the YMCA Training School in Springfield, Massachusetts.

21. (B, b)ill (B, b)radley, a (S, s)enator from New Jersey, played basketball at Princeton University.
22. Later, (S, s)enator (B, b)radley played professional basketball for the New York Knickerbockers.

23. (J, j)ulius (E, e)rving, one of the most exciting players of the National Basketball Association, was nicknamed (D, d)r. (J, j.)

24. (U, u)nkle Brady, my (A, a)unt, and my (F, f)ather once saw him play in Philadelphia.

25. Neither my (B, b)rother nor (I, i) ever saw (D, d)r. (J, j.) play.

26. Although (I, i) find football and basketball fun, my (F, f)ather prefers the game of tennis.

27. In 1873 (M, m)ajor (W, w)alter (C, c)lopton (W, w)ingfield modified indoor court tennis and invented a new game.

28. The game (M, m)aj. (W, w)ingfield came up with was called lawn tennis.

29. Some people argue that (M, m)ajor (H, h)arry (G, g)lem of England, who played a form of tennis in the 1860s, should share the credit for founding the sport with (W, w)ingfield.

30. (M, m)ary (E, e)wing (O, o)uterbridge introduced lawn tennis to the United States in 1874.

Exercise 2  Draw three lines under each letter that should be capitalized.

A few years ago uncle claudio played baseball for the detroit tigers.

1. Another Tiger player was the legendary ty cobb.

2. One good baseball movie starred geena davis and tom hanks.

3. Another baseball movie, The Natural, starred robert redford.

4. ernest lawrence thayer wrote a poem about baseball in 1901 called “Casey at the Bat.”

5. In 1908, jack norworth wrote the words to the popular song called “Take Me Out to the Ball Game.”

6. When aryn’s uncle took us to a major league game, I can remember hearing the familiar organ music.

7. uncle scott and his friend, dr. keller, bought us hot dogs and peanuts for a snack.

8. In 1839 abner doubleday created ground rules for the game.
9. Various forms of baseball were played before Mr. Doubleday’s efforts.

10. In 1876 William A. Hulbert headed a committee that founded the National League of Professional Baseball Clubs.

11. Baseball’s first commissioner was the Kenesaw Mountain Landis.

12. Mr. Landis, who was also a judge, was appointed to this position in 1921.

13. To ensure an honest sport, Landis enforced a strict ethical code for baseball players.


15. He was succeeded by Albert Chandler.


17. Commissioner Eckert was a retired general.


19. One of baseball’s most famous players is George Herman “Babe” Ruth.

20. Babe Ruth hit 714 home runs during his career.

21. Ruth’s record was broken on April 8, 1974, by Henry Louis “Hank” Aaron.

22. Hank Aaron hit 755 home runs during his career.

23. Another famous player was Jack Roosevelt “Jackie” Robinson.

24. In 1947 Mr. Robinson became the first African American to play in the big leagues.


27. I asked Grandma Joyce about the time she met Willie Mays.

28. He hit 660 home runs, Grandma told me, and was one of the most exciting baseball players in history.

29. Another great baseball player was Roberto Walker Clemente from Puerto Rico.

Lesson 70
Capitalization of Names of Places

Capitalize the names of specific places because they are proper nouns. However, do not capitalize articles and prepositions that are part of these places. Capitalize the names of cities, counties, states, countries, regions, and continents.

Australia  Ethiopia  Orange County  the United States of America

Capitalize the names of geographical features and bodies of water.

Pacific Ocean  the Sahara  Cape Horn  Mt. Everest  Strait of Hormuz

Capitalize the names of sections of the country, but do not capitalize compass points when they indicate direction. Do not capitalize adjectives derived from words indicating direction.

New England  the South  the Pacific Northwest  southern California  northern wind  eastern Indiana  Texas is south of Oklahoma.

Capitalize the names of streets and highways.

High Street  Interstate 10

Capitalize the names of buildings, bridges, and monuments.

World Trade Center  Bay Bridge  Vietnam Veterans Memorial

Capitalize the names of celestial bodies and constellations.

Andromeda  Saturn  Orion  Exceptions: the moon  the sun

Exercise 1  Underline the correct letter in parentheses.

Have you ever been to (M, m)inneapolis, (M, m)innesota?

1. The (U, u)nhited (S, s)tates (O, o)f (A, a)merica has many scenic attractions.

2. To the (N, n)orth lies (A, a)laska, the last (F, f)rontier.

3. Alaska’s (S, s)tate flag features the (B, b)ig (D, d)ipper.

4. The (W, w)est (C, c)oast is more than just beaches and sunshine.

5. The (I, i)mperial (V, v)alley in (S, s)outhern (C, c)alifornia produces excellent crops when irrigated.

6. The (G, g)olden (G, g)ate (B, b)ridge at the entrance of (S, s)an (F, f)rancisco (B, b)ay is one of the (W, w)orld’s longest suspension bridges.
7. Our nation’s highest temperature ever, 134°F, was recorded in (D, d)eath (V, v)alley in (S, s)outhwest (C, c)alifornia.

8. Our lowest temperature ever recorded was -80°F in (P, p)rospect (C, c)reek, (A, a)laska.

9. (D, d)eath (V, v)alley is also our (C, c)ountry’s driest place, receiving less than two inches of precipitation annually.

10. Precipitation varies greatly, however, as (M, m)ount (W, w)aialeale in (H, h)awaii receives about 460 inches of rain each year.

11. Much of (C, c)alifornia’s cultural influence comes from (M, m)exico and (E, e)astern (A, a)sia.

12. (C, c)alifornia’s neighbors, (A, a)rizona and (N, n)evada, are extremely dry.

13. A ski resort, (C, c)loudcroft, is 4,000 feet above the (D, d)eserts of (N, n)ew (M, m)exico.

14. Further (N, n)orth, (W, w)ashington and (O, o)regon have vast forests.

15. The (C, c)ascade (M, m)ountains include the (V, v)olcanoes (L, l)assen (P, p)eak in (C, c)alifornia and (M, m)ount (S, s)aint (H, h)elens in (W, w)ashington (S, s)tate.

16. The (R, r)ocky (M, m)ountains are the largest mountain system in (N, n)orth (A, a)merica, and they extend from (N, n)orthern (A, a)laska all the way (S, s)outh to (N, n)orthern (N, n)ew (M, m)exico.

17. The largest of the lower forty-eight states is (T, t)exas.

18. Two of (A, a)merica’s largest cities, (H, h)ouston and (D, d)allas, are in (T, t)exas, but they seem small on a map of such a large state!

19. The (A, a)lamo, located in (S, s)an (A, a)ntonio, is the site of a famous battle.

20. (T, t)exas’s (S, s)outhern border is a (R, r)iver called the (R, r)io (G, g)rande.

21. (M, m)esa (V, v)erde (N, n)ational (P, p)ark is also found in the (S, s)outhwest.

22. Another well-known (R, r)iver, (T, t)he (M, m)ississippi (R, r)iver, is 2,350 miles long.

23. It is an important part of the lore of (L, l)ouisiana.

24. The (G, g)ulf (O, o)f (M, m)exico, from (F, f)lorida to (S, s)outhern (T, t)exas, is bordered by the (G, g)ulf (C, c)oastal (P, p)lain.
25. The (A, a)labama, (M, m)ississippi, (R, r)io (G, g)rande, and (T, t)rinity (R, r)ivers flow into the (G, g)ulf (O, o)f (M, m)exico.

26. Jazz, a unique (A, a)merican style of music, was born in (N, n)ew (O, o)rleans, (L, l)ouisiana.

27. Like many cities in the (S, s)outh, New Orleans enjoys warm weather while the (N, n)orth endures cold winters.

28. Farther to the (E, e)ast and (S, s)outh of (L, l)ouisiana, (F, f)lorida is especially popular during the winter months.

29. Historic (G, g)eorgia, (N, n)orth of (F, f)lorida, is an industrial giant in the (S, s)outh.

30. A sand dune at (K, k)itty (H, h)awk, (N, n)orth (C, c)arolina, is the site of the Wright Brothers’ first flight in 1903.

Exercise 2 Draw three lines under each letter that should be capitalized.

Many people like to vacation in the mountains of the eastern united states.

1. The Great Smoky mountains are located in tennessee.

2. The appalachian mountains run parallel to the atlantic ocean.

3. This mountain range extends from Quebec, canada, to northern Alabama.

4. The highest peak in the Appalachians is mount mitchell at 6,684 feet.

5. The appalachian trail is a 2,020-mile footpath that runs from Maine to georgia.

6. Extending from southeastern maine across the eastern and southern states to eastern texas are the Coastal Lowlands.

7. This region includes virginia, which is just north of north carolina.

8. Thomas Jefferson’s home, monticello, is located near charlottesville, virginia.

9. The atlantic Coastal Plain includes several rivers, the delaware, the hudson, and the potomac, as well as Cape Cod bay, Chesapeake bay, and Long island Sound.

10. Our nation’s capital, washington, d.c., is near Chesapeake bay.

11. George Washington’s home, mount vernon, stands near the potomac river.
12. To the north, New England is home to several scenic states, including Vermont.
13. The green mountains in Central Vermont supply much of our country’s maple syrup.
14. The Empire State, New York, has many famous attractions.
15. The nation’s busiest financial district is on Wall Street.
16. The Statue of Liberty, a gift from France, has greeted immigrants from many nations.
17. For many years, the Empire State Building was the tallest skyscraper in the world.
18. New York City has tremendous ethnic diversity.
20. A northern state, Minnesota is usually the first to feel the cold, icy air of winter.
21. The Midwest is called “America’s Heartland.”
22. The largest city in this area is Chicago, Illinois.
23. The Sears Tower in Chicago is taller than the Empire State Building.
24. Rivers of the Midwest include the Mississippi, the Missouri, and the Ohio.
25. The Great Lakes are five lakes that provide a resource for both industry and recreation.
26. In Southern Michigan, Detroit is famous for manufacturing automobiles.
27. The National road runs East and West through the middle of Ohio.
28. It was first known as the Great National pike.
29. Work began on the road in 1811, and it went from Cumberland, Maryland, to Vandalia, Illinois.
30. It is now paved from Washington, D.C., to St. Louis, Missouri, and is known as the National old trail road.
Lesson 71
Capitalization of Other Proper Nouns and Adjectives

Capitalize the names of clubs, organizations, businesses, institutions, religions, and political parties.

Joe’s Diner   Toronto Blue Jays   Southern Baptist   Libertarian party

Capitalize brand names but not the nouns following them.

Olivet macaroni   Sparkle shampoo   Reflections metal polish

Capitalize the names of important historical events, periods of time, and documents.

the Battle of the Bulge   the First Amendment   the Middle Ages

Capitalize the days of the week, months of the year, and holidays. Do not capitalize the seasons.

Wednesday   July   Bastille Day   winter

Capitalize the first, last, and all other important words in the titles of books, plays, songs, articles, movies, television shows, magazines, newspapers, and book chapters.

Toledo Dispatch   “Coming Through the Rye”   Old Yeller   Pastoral Symphony

Capitalize the names of ethnic groups, nationalities, and languages.

Mexican   Hebrew   Chinese   Thai

Capitalize proper adjectives formed from the names of ethnic groups and nationalities.

Arabic language   Irish music   German author

Exercise 1 Rewrite the word or words in italics, adding the appropriate capitalization. If the sentence is correct, write C in the blank.

On Sunday, we will celebrate mother’s day.   Mother’s Day

1. My father used to watch the jack benny show.   

2. We bought our car from the ford motor company.   

3. The football team played mayfield high school.   

4. Abeque decided to take french.   

5. The *battle of gettysburg* was a violent incident.  

6. I heard a musician playing in *central park*.  

7. The article in the *phoenix gazette* was very well researched.  

8. My favorite breakfast food is *krispy krunch cereal*.  

9. The dinosaurs lived in the *mesozoic era*.  

10. Many *world war II* pilots flew over the Pacific Ocean.  

11. Alfonso’s family hosted a big picnic on the *fourth of july*.  

12. Do you have to work this *saturday*?  

13. Let’s plant a tree in honor of *arbor day*.  

14. I was moved to tears reading *the diary of anne frank*.  

15. Sometimes the temperature drops below zero in *the winter months*.  

16. Many people sent money and supplies to *ethiopian families* during the great famine.  

17. My history class watched the film detailing the life of *the apache geronimo*.  

18. Every year my family gives money to *the march of dimes*.  

19. I have sometimes looked at the magazine *u.s. news & world Report*.  

20. Akili programmed her universal remote to operate her *Zenith television*.  

21. My mother attended summer school at the *university of wisconsin*.  

22. Jake protected his car with the latest product, *ultra-sheen car wax*.  

23. The *battle of wounded knee* took place in 1890.  

24. The government offices were closed on Monday in recognition of *President’s Day*.  

25. Modern housing is found on **navaho reservations**. 

26. After graduation from college, Lindsay wanted to be a reporter for the **dallas morning news**. 

27. Bach’s work **the art of the fugue** was left unfinished. 

28. We enjoyed seeing a display of **african art** over the weekend. 

29. On a bright **winter day in january**, the family decided to go skiing. 

30. On Saturday we saw the **chicago cubs of the national league** play baseball in Wrigley Field. 

**Exercise 2** Draw three lines under each letter that should be capitalized. 

We visited a **jewish synagogue**.

1. My cousin joined the democratic party. 
2. Many people eat turkey on thanksgiving day. 
3. On wednesdays I have piano lessons. 
4. The **boston globe** is an excellent newspaper. 
5. World war I was also called the Great War. 
6. The **watson heating and cooling company** employs practically the entire town. 
7. I have never been to the **pontiac silverdome**. 
8. Garry tried to play the **english horn**. 
9. Uncle James belongs to the **vietnam veterans of america**. 
10. For Christmas I bought my cousin a subscription to **popular mechanics**. 
11. The Stamp act was passed in 1765. 
12. My sister joined the **Girl scouts of america**. 
13. Several films have been made of Steinbeck’s novel **of mice and men**. 
14. Have you eaten at that new restaurant, **hamburger heaven**? 
15. Do you know the beatles’ song, “I want to hold your hand”? 

16. Europe fell into the dark ages for about 500 years.
17. I was able to buy Boardwalk and Park Place the last time I played Monopoly.
18. In the autumn I like to listen to the song "autumn leaves."
19. My favorite kind of food is Chinese food.
20. Have you ever been to Yellowstone National Park?
21. Both Franz and Donna had ball games on Tuesday, Wednesday, or Friday through the month of July.
22. Parts of Mark Twain’s book *Life on the Mississippi* were published in the *Atlantic Monthly* as “old times on the Mississippi.”
23. The Tokyo National Museum has a valuable collection of Asian art.
24. The symphony performs at the Palace Theater.
25. The Spanish, French, and Mexican flags once flew over Texas.
26. Every Saturday Ben and his friends treated themselves to Pizarro’s Pizza.
27. The U.S. Constitution and the Declaration of Independence are two important American documents.
28. The period of human culture during which stone tools were first used is known as the Stone Age.
29. Many people with a Norwegian background settled in Minnesota.
30. The cousins sat on the porch swing and sang “My Old Kentucky Home” and “Suwannee River.”

**Writing Link** Write four sentences in which you demonstrate the correct use of at least four of the capitalization rules in this lesson.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Exercise 1 Draw three lines under each letter that should be capitalized. Draw a slash (/) through each letter that should be lowercase.

Our country’s thirty-third President was a democrat from Missouri.

harry truman, the thirty-third President of the United states, served his Terms from 1945 to 1953. born in lamar, Missouri, Truman became a Lieutenant in the National guard. After a brief Military career, truman entered politics and eventually became vice President under Franklin d. roosevelt. Truman became President when F. d. r. died on april 12, 1945, only eighty-three days after the beginning of the term. among president Truman’s accomplishments was overseeing the Victory in europe after World WAR II. Later in his Career, he led the western nations against communism in the korean war. Harry Truman, a southern democrat, is known for creating The Truman doctrine and NATO (the North Atlantic treaty organization).

Some lighter aspects of Truman’s Life include his 1948 victory over Thomas e. dewey. Early polling data suggested that dewey would Win. Newspapers were even printed with the quote, “dewey defeats truman.” Truman’s defeat of republican Thomas Dewey was considered an upset.

Truman did not seek Reelection in 1952. “i have served my Country long,” He said, “And i think efficiently and honestly. i do not think it is my duty to spend another Four Years in the White House.”

After leaving the white house on january 20, 1953, Truman returned to his home in independence, missouri. The Former President continued to be active in Politics and in the democratic party. Soon his friends began raising funds to build the Harry Truman library in independence. The Library opened in 1957 and holds Truman’s Papers and Souvenirs.

Truman died on december 26, 1972, and was buried in the Truman library courtyard.
Cumulative Review: Units 1–12

Exercise 1 Circle each pronoun and underline each noun. If the noun is a proper noun, write prop. above it.

Who wants to drive to Lincoln Junior High School?

1. The holidays were coming, and I could not wait for Thanksgiving.
2. Jeff read the cartoon and laughed at it.
3. I would like a solid oak desk for my birthday.
4. The costume Hussein wore, King Arthur, was the best one there.
5. It bothered me when Jim screamed in the car.
6. The U.S. Congress is out of session.
7. The car drove over the hill and into the night.
8. We love to shop for them at Bloomingdale's.
9. Clint bought himself a brand new pair of skis.
10. I saw Chan drive his Ford into the town of Burbank.
11. Pazi sold her first short story to a magazine.
12. James answered the telephone for his friend.
13. Tony had a friend take a picture of him shaking the hand of Don Mattingly.
14. The deer leaped through the underbrush of the forest.
15. Clay, my younger brother, likes to pretend that he is John Wayne.
16. Everyone agreed that the telephone given to Gene was very nice.
17. My family has traveled to France, Belgium, and the English countryside.
18. You had better water your Christmas poinsettia.
19. Whose is this cherry-flavored soda?

20. In history class, we are studying the involvement of Germany in World War II.

**Exercise 2** Underline the verbal phrase. Write in the blank *participial, gerund, or infinitive* to identify the type of phrase.

__gerund__  I have always enjoyed eating bacon and eggs.

_________  1. Diego has always wanted to learn a foreign language.

_________  2. Printing out a long document takes much time.

_________  3. To wait in line for movie tickets may be dull, but it is often worthwhile.

_________  4. My mother relaxed, drinking a warm cup of coffee.

_________  5. The science teacher, believing in her theory, demonstrated the concept.

_________  6. Solving logic puzzles is one of my hobbies.

_________  7. For his part-time job, Obike decided to work at the supermarket.

_________  8. Strumming the guitar, Rayna sang a folk song.

_________  9. The school board planned to meet next Wednesday.

_________ 10. Who does not enjoy playing a fun game?

_________ 11. Fighting between nations broke out again this weekend.

_________ 12. Feeling nauseated, Debbie left the amusement park.

_________ 13. His dream was to be an action hero in the movies.

_________ 14. In the 1960s our goal was to reach the moon.

_________ 15. The track star, defeated in a close race, congratulated the winner.

_________ 16. Beating the clock was the object of the game.

_________ 17. Daneene enjoys dancing to fast music.

_________ 18. Playing the tuba, he marched across the field.

_________ 19. To write a kind letter can really raise someone’s spirits.

_________ 20. Beautifully displayed here, this sculpture is very expensive.
Exercise 3 Draw three lines under each letter that should be capitalized. Draw a slash (/) through each letter that should be lowercase.

my Family loves to watch old tarzan Movies.

1. “wait here,” He said. “i’ll only be a minute.”

2. Father, mother, uncle Jake, and my sister have all joined me to celebrate.

3. The Coach told me That i need to practice more.

4. “My favorite TV show,” Ina said disappointedly, “Is not on tonight.”

5. dear Mr. jameson:

6. My report concerned general george s. patton, a famous World War II General.

7. After practice, coach seckel handed us october’s schedule.


9. Why would i ever want to leave, dad?

10. After attaining his degree, he could now sign letters as domingo pena, ph.d.

11. i observed the big dipper in the winter sky.

12. Deep in the gobi, the chinese found Dinosaur bones.

13. When i start a career, I want to work on Madison avenue.

14. The strait Of Gibraltar lies between spain and Morocco.

15. Why would mother want to move to northern california?

16. This summer, my mother read the Scarlet letter By Nathaniel hawthorne.

17. My background includes language studies in french, Irish, And welsh.

18. The atlantic ocean borders the east coast.

19. Andy warhol is famous for his Paintings of campbell’s soup cans.

20. In 1823, president Monroe issued the monroe doctrine.
Unit 13: Punctuation

Lesson 72
Using the Period and Other End Marks

Use a **period** at the end of a declarative sentence or an imperative sentence. A declarative sentence makes a statement. An imperative sentence gives a command or makes a request.

Kahlil went to the convenience store. (statement)
Don’t forget the vegetables. (command)
Please tell us all about your good fortune. (request)

Use a **question mark** at the end of an interrogative sentence. An interrogative sentence asks a question.

Is Matt in the seventh grade?

Use an **exclamation point** at the end of an exclamatory sentence or after an interjection. An exclamatory sentence expresses strong feeling. An interjection is a word or group of words that expresses strong emotion.

What a wonderful surprise! Hooray! You have finally arrived!

**Exercise 1** Place a **C** in the blank next to each sentence that has correct end punctuation. Correct the end punctuation of the other sentences.

- Why do all these tomatoes look so different?
  - C
- 1. Many varieties of tomatoes are available that suit different purposes.
- 2. Is the tomato a fruit or a vegetable?
- 3. The tomato is considered a fruit.
- 4. That simply cannot be true?
- 5. Our family usually plants four kinds of tomatoes.
- 6. The Rutgers variety is best suited for producing lots of juice.
- 7. Are these yellow ones good.
- 8. Yes, they are very low in acid content.
- 9. Beefsteak tomatoes grow very large and have lots of firm flesh?
- 10. They are wonderful for slicing and serving as a side dish.
11. Don’t eat that one without washing it.
12. When he first saw these, all Mark could say was, “Wow. ”
13. May I take one of these home.
14. My mother will be astounded!
15. What are these tiny little ones?
16. They are called cherry tomatoes!
17. Aren’t they perfect for salads and snacking.
18. This pear-shaped variety is called Roma?
19. What on Earth are they for?
20. Because they are very solid, they make wonderful paste for use in sauces.

**Exercise 2** Add the best end mark to each sentence.

Do you enjoy working with plants?

1. Last week, our class took a tour of a large greenhouse
2. The business is named Green with Ivy
3. I can’t believe the huge size of the place
4. Is this the largest in our area
5. Mr. Tappan specifically said, “Don’t touch anything”
6. Be quiet, look, and listen
7. How much of the space was filled with starts of vegetable plants
8. The owner, Nadia Pavlik, cultivates fourteen varieties of tomatoes
9. I never dreamed that there were so many kinds of cabbage
10. The plants are started from seed grown in peat moss
11. Do you know why a constant mist of water is sprayed over the plants
12. Fertilizer is dissolved in the water for maximum growth of the plants
13. The acres of annual flowers were a fantastic sight
14. Did you see the many colors of petunias
15. Wow! I counted seventeen colors of impatiens
Lesson 73
Using Commas to Signal Pause or Separation

Use a **comma** to show a pause after an introductory word. Also use commas to separate three or more items in a series.

No, I won’t be attending the meeting. *(introductory word)*
The cat jumped off the counter, landed on a throw rug, and skidded across the floor. *(series)*

Use a comma after two or more introductory prepositional phrases, an introductory adverb clause, an introductory participle, or an introductory participial phrase.

**In the middle of winter,** *a* flower is an encouraging sight. *(two prepositional phrases)*

**Although we were cold,** *we* still had a good time. *(adverb clause)*

**Remembering the open window,** *Josh* ran upstairs. *(participial phrase)*

Use commas to set off appositives that are not essential to the meaning of the sentence or to set off words that interrupt the flow of thought in a sentence.

**Uncle Doug,** *Dad’s youngest brother,* works for an insurance company. *(non-essential appositive)*

**Ice hockey,** *to be sure,* can be a violent sport. *(interruption)*

Use commas to set off names in direct address.

Charlene, *you* may begin.

**Exercise 1** Add commas where necessary. Use the delete symbol (✓) to eliminate commas used incorrectly. If the sentence is correct, write C in the blank.

_____ To many people in the United States, autumn brings to mind one kind of tree.

_____ 1. From the Atlantic to the Mississippi *this beloved tree paints forests* scarlet.

_____ 2. Leaf watchers come by car *bus and bicycle* to experience this tree’s beauty.

_____ 3. Attracted by the breathtaking *reds yellows and oranges* of this tree *tourists* begin taking in the sights around the middle of October.

_____ 4. Yes, other trees also turn color in the fall.

_____ 5. Ash *black cherry* oak and sweet bun trees put on quite a show.
6. However, only one tree you understand can wear so many different beautiful costumes.

7. Starting in September or October this tree signals the beginning of autumn.

8. Of course this tree is the sugar maple.

9. The sugar maple is a favorite because of its colorful leaves; furthermore, it has many other uses.

10. All maples but especially the sugar maple are important woods in furniture making.

11. Sugar maple wood is used to make chairs, tables, beds, and dressers.

12. Sugar maple, also known as rock or hard maple, is used in the manufacture of floors, boxes, and crates.

13. The wood of the sugar maple can also be made into veneer.

14. Veneer, a thin sheet of wood, is sliced from a tree trunk.

15. After the veneer is removed from the trunk, it can be glued onto inexpensive wood.

16. Therefore, inexpensive wood can be made to look like expensive wood.

17. The round and dense crown of the sugar maple keeps buildings cool in hot weather.

18. Finally, the sugar maple is a favorite tree for yet another reason.

19. Pancake and waffle eaters please tell us why the sugar maple is your favorite tree!

20. The sugar maple is, of course, the source of maple syrup.

21. Made from boiled-down sap real maple syrup is a rare and delicious treat.

22. The sugar maple known as *acer saccharum* is one of several types of maples.

23. Others include the red maple and the silver maple.

24. The red maple turns red yellow and orange in the autumn.
Lesson 74
Using Commas in Clauses and Compound Sentences

Use a **comma** before a coordinating conjunction such as *and, or, or but* when it joins main clauses in a compound sentence.

My grandparents came to visit, **and** they brought me a present. 
Ali may choose football, **or** he may prefer to play soccer.

Use a comma to set off an adverb clause that comes at the beginning of a complex sentence. Adverb clauses begin with subordinating conjunctions such as *after, although, as, because, before, considering (that), if, since, so that, though, unless, until, when, where, whether, and while.*

**Unless a miracle happens,** the Raiders will lose the game.

Do not use a comma with an adverb clause that comes at the end of a sentence.

Peter was late **because he stopped to help Kurt.**

**Exercise 1** Add commas where necessary. Write *C* in the blank if the sentence is correct.

_____ Diamonds are a beautiful gemstone, and they are the hardest natural substance on Earth.

_____ 1. Since time began diamonds have been highly-prized gemstones.

_____ 2. Gem diamonds are a lasting investment and they grow more valuable with age.

_____ 3. Because they are very hard diamonds are used as tools as well as ornaments.

_____ 4. Most industrial diamonds are used as cutting tools.

_____ 5. Impurities give a diamond off-color spots or they cause a cloudy appearance.

_____ 6. These impurities lessen a diamond’s brilliance.

_____ 7. Diamonds with flaws are used in industry but the more perfect ones become gems.

_____ 8. Though artificial diamonds have been produced synthetically diamonds are rare natural stones.

_____ 9. The General Electric Company was the first to make synthetic diamonds and to use such stones commercially.

_____ 10. Whether natural or synthetic diamonds are formed of pure carbon.
11. Diamonds are formed deep in the earth or synthetic ones are made in laboratories.
12. Both kinds of diamonds are measured in metric units called **carats** because they are rather small.
13. One metric carat equals one fifth of a gram.
14. Gems are cut into various shapes with many sides.
15. These sides are called **facets** and they enhance the gem’s brilliance.

**Exercise 2** Add commas where necessary. Use the delete (✗) symbol to eliminate commas used incorrectly.

Although some exceptions exist, most gemstones are minerals, that can be polished to become items of beauty.

1. Amethysts range from violet to purple in color and these beautiful stones were used in both Greek and Roman jewelry.
2. Although aquamarine is of the same family as the emerald the abundance of aquamarine makes it less valuable.
3. Copper carbonate is deep blue, and is found in most copper mines.
4. Bloodstone is a dark green quartz spotted with red jasper and it is often used in rings.
5. Although it was once applied to any red stone the name **carbuncle** refers to a garnet cut in a special way.
6. Cat’s-eye is found in a great range of colors but its distinctive mark is the streak or line through the middle like a cat’s eye.
7. Whether it is used for earrings or pendants the clear yellow citrine is very popular.
8. The pearl is not a true gemstone, because it comes from an oyster.
9. Both pearl, and coral are by-products of sea animals.
10. A brilliant deep-green emerald is very valuable, because it is very rare.
11. Although they are usually deep red garnets can be found in almost any color except blue.
12. The Chinese have used jade for centuries and Asian works of art often include huge jade carvings.
Lesson 75
Using Commas with Titles, Addresses, and Dates

Use commas before and after the year when it is used with both the month and the day. Do not use a comma if only the month and the year are given.

Beethoven was born on December 4, 1770, and died in March 1827.

Use commas before and after the name of a state or county when it is used with the name of a city. Do not use a comma after the state if it is used with a ZIP code.

The Jacksons moved here from Tupelo, Mississippi, last fall.
Write to me at 12 Sarandon Circle, Bainbridge Island, WA 98110.

Use a comma or a pair of commas to set off an abbreviated title or degree following a person’s name.

The letter was signed Hilda Greenberg, Ph.D., and dated last week.

Exercise 1 Place a C in the blank beside each sentence that is punctuated correctly.

C Jake moved to Portland, Oregon, on July 3, 1994.

1. Anne and Charles were married on September 13, 1827.
2. Is Kansas City, Missouri the sight of the Truman Library?
3. Upon returning home, we found that Nyoko Hayashi L.L.D., was the interim chairperson.
4. Maria would never forget the flood of April 1990.
5. Every year, Chris Meyer, R.N., donated money to his alma mater.
6. The diary began on May 27 1942 and continued for eighteen years.
7. The information plate on the back reveals that the TV was made in Korea.
8. The name, Orville Montoya, L.P.A., was well known in the area.
9. We will have Elaine Warner, Ph.D., as our guest speaker.
10. Their family doctor, Ramos Hernandez D.O., was located in Tulsa.
11. Our choir will sing in Tokyo Japan this summer.
12. Is November 11, 1944 the correct date of the D-Day Invasion?
13. The company’s address is 4967 Alder Avenue, Louisville, KY, 40299.
_____ 14. New York, New York, has been nicknamed “The Big Apple.”

_____ 15. December 12, 1913 marked the beginning of our business, Mom’s Apple Pies.

_____ 16. Mr. Salazar accepted a position with a software company in Toronto Ontario.

_____ 17. There was a postmark on the envelope which read Ada, OK 74820.

_____ 18. Kevin Applegate M.A. was hired as the new English teacher.

_____ 19. Gary, Indiana, is a large industrial port on Lake Michigan.

_____ 20. Do you know what’s special about July 4, 1776?

► Exercise 2 Add commas where necessary. Use the delete symbol (    ) to eliminate commas used incorrectly.

Gary became Gerald Hopkins, Ph.D., in February, 1946.

1. The first-aid training was administered by Juanita Oliver L.P.N.

2. July, 1976, marked two hundred years of independence for the United States.

3. The ZIP code for, Pine Beach, New Jersey, is 08741.

4. Have you read the book *Time Is Money* by Anita Moore C.P.A.?

5. Chicago Illinois was the site of a World’s Fair.

6. Send your order to P.O. Box 777, Forney, TX, 75126.

7. Does Cosby Tennessee have a shopping mall?

8. When did Alma get her M.A., degree?

9. Confederate forces attacked Fort Sumter on April 12, 1861.

10. People came from as far away as Fort Wayne Indiana to see the light show.

11. My baby brother was born on the seventeenth of August, 1991.

12. Why is the address 10 Downing Street, London England famous?

13. The city of Pisa Italy is famous for its Leaning Tower.

14. Your entry must be in the mail before October 15, 1996.

15. Ulysses S. Grant was elected president in November, 1868 and took office in March, 1869.

16. While Quentin is recuperating, you may send cards to General Hospital, 1438 Recovery Drive, Indianapolis IN 46206.
Lesson 76
Using Commas with Direct Quotes, in Letters, and for Clarity

Use a comma or pair of commas to set off a direct quotation.

“My cousin,” Marla said, “will be thirteen next week.”

Use a comma after the salutation of a friendly letter and after the closing of both a friendly and a business letter.

Dear Melanie, Your friend, Sincerely yours,

Use a comma to prevent misreading.

Compared to Maine, Maryland is a southern state.

Exercise 1 For each item, add commas where necessary.

Tina said, “I like anchovies.”

1. Yours Truly
2. As she rang the little bell, Mom announced “Dinner is served.”
3. While eating the chicken pecks at the ground to get its food.
4. Dear Aunt Mary
5. We expected that because Kelvin had warned us.
6. “The rabbit” cried Teresa “has disappeared from its cage!”
7. “You may work on your solar system projects with a partner” explained the science teacher.
8. Because of the rain fields were too muddy for plowing.
9. Instead of five seven points was the winning margin.
10. The supervisor said “I think you will become absorbed in the landscaping project once you get started.”
11. “Admission is six dollars” said the attendant.
12. Love always
13. Unlike horses cows chew a cud.
14. Jalicia said “This is a great party!”

15. Anthony said “I am afraid of the man wearing the scary costume.”

16. Prior to the snow trails in the woods were easily passable.

17. Sincerely yours

18. Stronger than his brother Tom lifted the log over the fence.

19. After Jim Bob will step to the plate.

20. Although the Bears were winning the game was only in the second quarter.

21. Ms. Wilson declared “Always be on time if you want to succeed.”

22. Since breakfast was late lunch will be delayed.

23. Better than tapes compact discs offer extremely accurate reproduction.

24. Good-bye for now

25. The weather forecaster stated “Snow is unlikely.”

26. Except for Pablo Lisa had the highest score.

27. In 1985 497 students graduated from Memorial High School.

28. Dear Rita

29. “I have a dream” announced Martin Luther King, Jr.

30. “Today” remarked Jane “is the first day of May.”

31. "I searched for more of Tolkien’s works" Bill said "after reading The Hobbit and the ring trilogy."

32. His opening words were “I am so afraid to speak in public!”

33. “Once upon a time” Frank read “there was a buried treasure.”

34. The sign said “Keep off the grass.”

35. With best regards

36. The ad read “No down payment.”

37. Larger than cars trucks are designed for hauling cargo.

38. “Give me a hand” requested the leader.

39. All the bewildered mayor could say was “Who was that masked man?”

40. Compared to the railroad cars are much faster.
Lesson 77
Commas in Review

Exercise 1 For each item, add commas where necessary.

After a long journey on a bus, our trip ended on March 9, 1995.

1. Turning the corner I saw Benny Drew and Cliff climb into a taxi.
2. Undoubtedly they will arrive before dark.
3. Humming to herself Dora tried to recall the words to the song.
4. For thousands of years nomadic peoples have lived in desert areas.
5. Jenny of course had to have her own way.
6. The Seminoles proud Native Americans are from the southeastern part of the country.
7. Officer Kono how long have you been on the force?
8. Much of our woodland is disappearing and many of our wetlands are drying up.
9. Because of the lack of natural predators the deer population is growing rapidly.
10. Miguel received his first remote-controlled car on May 7 1992.
11. Is Paris France where the Eiffel Tower is located?
12. Karina Miller D.V.M. will speak at the next meeting of the Towerton Humane Society.
13. Before the dinner guests arrived in white limousines.
14. The quail gets its nickname from its call “Bob White, Bob White.”
15. Your buddy
16. Unless we find the directions Georgia won’t help with the assembly of the model car.
17. Hoping to find my ring I continued the search.
18. The factory relocated to Kilgore Tennessee.
19. The door of the barn in my backyard is white but the rest of the barn is red.
20. Mr. O’Brien’s garden contained carrots peas green beans and corn.
21. Yes you may go to the volleyball match.
22. Walking on air Ken could hardly wait to show his report card to his father.
23. In the nick of time the rabbit darted into its burrow.

24. Ms. Ramirez the report is on your desk.

25. The grass in the backyard is very tall but Robert will mow it after school.

26. Mail the disk to Box 323 Topeka KS 66603.

27. The man’s business card read “Harold Jenkins, C.P.A.”

28. Carrying two slickers and an umbrella Aunt Rose was prepared for the weather.

29. “Please” said the officer “try to remain calm.”

30. Dear Dad

31. Instead of Eve Hector presided over the meeting.

32. Julia’s favorite sports are basketball diving and fencing.

33. Lions are very large but the smaller cheetah can outrun them.

34. Mercenaries soldiers for hire have been used in many conflicts.

35. I warned you James that lying would cause you problems.

► Writing Link  Write a friendly letter to describe your nearest neighbors to a friend in another state. Use direct quotations and commas where necessary.
Lesson 78
Using Semicolons and Colons

Use a **semicolon** to join parts of a compound sentence when a conjunction such as *and, but, or* is not used. Use a semicolon to join parts of a compound sentence when the main clauses are long and are subdivided by commas.

The thunder sounded louder; the downpour was only minutes away.
Mom’s bird feeders, all fourteen of them, constantly needed to be refilled; but our yard had more sparrows, chickadees, and robins than any place in town.

Use a **colon** to introduce a list of items that ends a sentence. Use a phrase such as *these, the following, or as follows* before the list. Do not use a colon immediately after a verb or a preposition.

The jerseys are available in the following colors: red, blue, green, and purple.
Claire bought fabric, thread, and buttons.

Use a colon to separate the hour and the minute when writing the time of day.
Use a colon after the salutation of a business letter.

The mail carrier usually arrives at 3:15 P.M.
Dear Ms. Carley:

---

**Exercise 1** Add colons or semicolons where necessary. Use the delete symbol (✓) to eliminate any colons or semicolons used incorrectly.

Flying kites is a popular pastime; people all over the world fly creative kites.

1. Murray went straight home but after he reached his house, he realized that he hadn’t brought his homework.
2. I have the following things to trade: four video cartridges, a catcher’s mitt, and a set of handlebars.
3. The Kos’ new home has: a tennis court, a three-car garage, and a swimming pool.
4. The eclipse will begin at 5 34 A.M.
5. Dear Ms. Esterbrook
6. Camels are impressive creatures; they are much larger than one might imagine.
7. The weather was very good for gardens this summer; our flowers bloomed more than any time I can remember.
8. Without hesitation, Kevin took the oath now he is a full-fledged police officer.
9. Mom, I need the following items a red sweater, my stamp collection, and several extra pairs of socks.
10. The movie begins at 8:30 P.M.
11. The items missing from the first-aid kit were: a tourniquet, adhesive tape, and iodine.
12. His library is filled with many kinds of books his favorites are the mysteries.
13. Did you mean 6:20 A.M. or P.M.?
14. Dear Mrs. Gallagher
15. Those persons selected for the dance committee are as follows Karen, Estella, Harvey, and May-Li.
16. Can you be there by 10:15?
17. Sue and Harry walked home from school they got caught in the rain when they were halfway home.
18. The Athletic Boosters will meet at 7:30 P.M.
19. By the time the bus got to Akira’s stop, the rain had stopped but as he stepped off the bus, he landed in a deep puddle.
20. Most of the electronics available here were made; in Japan, Korea, or Mexico.
21. This letter is to confirm your order for the following items a fishing rod, a spinning reel, and a tackle box.
22. Dear Councilman Harper
23. On our hike, I saw these animals two deer, a muskrat, a rabbit, and four squirrels.
24. Manuel selected the following electives art, choir, and band.
25. Kyle sent postcards: to Angie, Martha, and Hiroshi but Martha’s card never arrived.
26. Sarah received these presents a softball bat, a socket set, and a blow dryer.
27. The nominees for president are; Phil, Caroline, and Soku.
28. Some of the items to be auctioned are: a bedroom suite, a dinette set, and a television.
Use quotation marks before and after a direct quotation. Also use quotation marks with a divided quotation.

“Step right up and try your luck,” shouted the carnival worker.
“Pasta,” remarked Mr. Cortez, “actually originated in China.”

Use a comma or commas to separate a phrase such as he said from the quotation itself. Place the comma outside opening quotation marks, but inside closing quotation marks.

Troy asked, “Where are the baseball bats?”
“Someday,” said Gwen, “I hope to live in Hawaii.”

Exercise 1  Add quotation marks and commas where necessary.

“Competitive rabbit shows,” stated Mr. Sanchez, “are becoming very common.”

1. Tabitha asked What makes one rabbit better than another?
2. That depends on what breed of rabbits you are talking about answered Chuck.
3. Each breed said Mr. Sanchez is judged according to a written standard.
4. Emily said The standards are set by the American Rabbit Breeders Association.
5. Every part of the rabbit has some value in the standard said Rick.
6. Even eye color and toenail color count added Emily.
7. My neighbor, Mr. Brown, has some Dutch rabbits said Tabitha.
8. What asked Chuck is the most important thing about a Dutch rabbit?
9. The Dutch rabbit answered Rick has distinctive markings on its head, feet, and body.
10. Since the markings vary on every animal said Emily the judge must decide which one is closest to perfection.
11. The breeds called commercial breeds emphasize meat producing qualities said Mr. Sanchez.
12. All the other breeds he continued are collectively called fancy.
13. Netherland Dwarfs are very tiny rabbits he said.
14. Tabitha asked Are Flemish giants just the opposite?
15. Chuck replied Yes! I saw one of those at the fair.
17. I don’t know exactly, Chuck responded but it was more than twenty pounds.
18. Tabitha inquired Are there a lot of different breeds?
19. The American Rabbit Breeders Association,” answered Emily recognizes forty-four breeds.
20. The average rabbit show she said has more than one thousand entries.
21. She added There are nearly two thousand shows each year.
22. An elimination is a serious fault that can be corrected explained Mr. Sanchez.
23. Emily said Eliminations include things like colds and broken toenails.
24. What asked Chuck is a disqualification?
25. That is a serious fault that is permanent said Mr. Sanchez and cannot be corrected.
26. He asked Who can give examples of a disqualification?
27. Emily replied Two disqualifications I can name are buck teeth and, in a colored rabbit, white spots.
28. Tabitha said It sounds like owners take these shows seriously.
29. Many exhibitors pay big prices for winning stock said Rick.
30. I have sold winning animals for as much as a thousand dollars added Mr. Sanchez.
31. A beginner he said can expect to pay about forty dollars for a good rabbit.
32. Are there any shows near here? asked Tabitha.
33. The Metropolitan Rabbit Fanciers holds its annual show at our fairgrounds said Emily.
34. Chuck added It is held on the second weekend of April.
Lesson 80
Using Quotation Marks II

A period is always placed inside closing quotation marks.

Ed said, “Let me help you with that heavy carton.”

Place a question mark or exclamation point inside the closing quotation marks when it is part of the quotation. Place a question mark or exclamation point outside the marks when it is part of the entire sentence.

Sam asked, “Is there any more chocolate?” (part of the quotation)
Did I hear you say, “Buy it now, pay for it later”? (part of the entire sentence)

Use quotation marks for the title of a short story, essay, poem, song, magazine or newspaper article, or book chapter.

“The Ransom of Red Chief” (short story)
“Invictus” (poem) “Love Me Tender” (song)

Exercise 1 Add quotation marks as needed.

“Be sure,” reminded Cara, “that you take a warm sweater.”

1. April screamed, Watch out!
2. Grandpa said, Please pass the biscuits.
4. How many people replied, Not me?
5. Pablo announced, I am going to Cancun for my vacation next month.
6. Have you ever read a poem called Old Ironsides?
7. The title of the article you are looking for is Ducks, Ducks, and More Ducks.
8. Joe exclaimed, What a big dog!
9. Fame is the title song from the Broadway show of the same name.
10. A title like Sonnet XIV gives no clue to the content of the work.
11. Montel said, This is a good reason to take a break.
12. Who sang the song Respect?
13. The newspaper headline read Seven Youths Earn Awards.
14. My favorite story in the anthology was In the Bag.
15. Did Gerald really say, Money is no object?
16. China, said Janice, is a land of great, proud heritage.
17. The Gift of the Magi was written by O. Henry.
18. Which story is shorter, Sisterhood or Golden Feet?
19. I Know That My Redeemer Liveth is an example of an aria from an oratorio.
20. Puff, the Magic Dragon is a folksong.
21. Dave Calls Me for Advice appeared in the magazine Ask Miss Sarah.
22. Did Andrew Lloyd Webber compose I Don’t Know How to Love Him?
23. Can you imagine the cheers when our coach said, You played flawlessly?
24. Our librarian put an article in the school paper called New for You.
25. Music of the Night is from Phantom of the Opera.
26. Because you have worked hard, Coach Andretti announced, practice will be over early.
27. When you were young, asked Amy, were there electric lights?
28. Harold won the contest with his essay entitled I Choose the Trumpet.
29. Ah! shrieked Rivka, A mouse!
30. Fanfare for the Common Man was composed by Aaron Copeland.

**Writing Link**  Write a short conversation among three people.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Grammar and Language Workbook, Grade 7
Lesson 81
Using Italics (Underlining)

Use italics (underlining) to identify the title of a book, play, film, television series, magazine, or newspaper.

*Inherit the Wind* (play)  *Newsweek* (magazine)  *Animal Farm* (book)

**Exercise 1** Underline each word that should be in italics.

Judy Blume wrote the humorous book *Freckle Juice*.

1. The Red Badge of Courage, by Stephen Crane, is one of the shortest novels in literature.
2. Archibald MacLeish’s *J.B.* is a play which tells the story of the biblical Job in a modern setting.
3. One of the most spectacular movies ever produced is *Ben Hur*.
5. Would you say that *Time* is the leading news magazine?
6. Other newspapers picked up this article from the Cleveland Plain Dealer.
7. We argued over who wrote *The Hound of the Baskervilles*.
8. If you like fiction that is based on history, you should read *A Tale of Two Cities*.
9. How many movies entitled *Frankenstein* have been released?
10. His article on raising rabbits was published in *Country Living*.
11. One of John Philip Sousa’s most famous marches is named for a newspaper, the *Washington Post*.
12. For her birthday, Kimiko’s mother gave her a subscription to *Writer’s Digest*.
13. Hailed as one of the greatest novels ever, *Gone with the Wind* is an epic drama of the Civil War.
14. My first dramatic role was in a play called *The Lottery*.
15. The musical *My Fair Lady* is based on the play *Pygmalion*.
16. For good fantasy tales, buy a copy of *Amazing Stories*. 
17. Before coming to the Daily News, Frances was a staff reporter for the Clarion.

18. He plans to call his novel My Own Man Again.

19. Mark Twain’s The Prince and the Pauper is an excellent work based on a case of mistaken identity.

20. Mary Martin starred in both the stage and the movie versions of Peter Pan.

21. Saluting the dedication of the underdog, the film Rocky and its several sequels have drawn huge crowds.

22. How many times have you seen this episode of Little House on the Prairie?

23. My sister eagerly awaits every issue of American Girl.

24. I follow the market reports in U.S.A. Today.

25. My aunt’s favorite movie is Alfred Hitchcock’s Rear Window.


27. Annie and Annie Get Your Gun are totally different musical plays.

28. Marlon Brando became famous for his role in On the Waterfront.

29. Do you remember the television series The Cosby Show?

30. Mother’s subscription to Good Housekeeping has expired.

31. Did you know that Benjamin Franklin was the founder of The Saturday Evening Post?

32. Twenty Thousand Leagues Under the Sea is an early masterpiece in the science fiction realm.

**Writing Link** Write a paragraph about your favorite television series.
Lesson 82
Using Apostrophes

Use an apostrophe and an s (‘) to form the possessive of a singular noun or of a plural noun not ending in s.

dog + ‘ = dog’s   Charles + ‘ = Charles’s   women + ‘ = women’s
geese + ‘ = geese’s

Use an apostrophe alone to form the possessive of a plural noun that ends in s.

engineers + ‘ = engineers’   Smiths + ‘ = Smiths’   songs + ‘ = songs’

Use an apostrophe and an s (‘) to form the possessive of an indefinite pronoun.

anyone + ‘ = anyone’s   somebody + ‘ = somebody’s

Do not use an apostrophe in a possessive pronoun.

The dog wagged its tail.   This coat is hers.

Use an apostrophe to replace letters that have been omitted in a contraction.

can + not = can’t   it + is = it’s   they + are = they’re   we + will = we’ll

Use an apostrophe to form the plurals of letters, figures, and words when they refer to themselves.

four g’s   seven 6’s   and’s, but’s, and or’s

**Exercise 1** Underline the correct form of the word in parentheses.

(Sheila’s, Sheilas’) jacket is hanging on the back of the door.

1. Have you met (Carlos’, Carlos’s) brother?
2. I am looking for the (children’s, childrens’) coats.
3. I am feeding the (Joneses’, Jones’) cat while they are on vacation.
4. Marcie found (someone’s, someones) purse on the floor of the classroom.
5. Alan (couldnt, couldn’t) understand our lack of enthusiasm.
6. Donna was awakened by the two (movers’, mover’s) shouts.
7. The baby robin flapped (its, it’s) wings in vain.
8. Linda was fascinated by the (cars, car’s) unique horn.
9. Please direct Carl to the (boy’s, boys’) locker room.
10. (It’s, Its) about time for the meeting to start.

11. If Patty gets a hit, (we’re, were) sure to win the game.

12. Mr. Ulrich didn’t receive (anyones, anyone’s) homework on time.

13. The six (Americans’, American’s) tour bus left an hour ago.

14. Johann tried to join the (women’s, womens’) discussion.

15. Lemon pie is (Margarets, Margaret’s) specialty.

16. The (house’s, houses) exterior was painted white.

17. Adequate housing became the two (cities’, citie’s) most urgent problem.

18. Your decision (isn’t, isn’t) very popular.

19. The results of the (mens’, men’s) downhill were just posted.

20. Joan said that the soccer ball was (her’s, hers).

21. No (buts, but’s), Raji; just do it!

22. The bald eagle is one of our (nation’s, nations) symbols.

23. (Manufacturers, Manufacturers’) warranties do not cover that part.

24. (Everyone’s, Everyones’) lunches were placed on the third shelf.

25. If (you’ll, you’ll) hold my place, I will get punch for both of us.

26. My phone number ends with three (3s, 3’s).

27. The first team to compete is (our’s, ours).

28. (Carman’s, Carmens’) phone number is unlisted.

29. The accident was (nobodys’, nobody’s) fault.

30. All of the (drivers, drivers’) cargoes were perishable.

31. Have you seen (Thomas’, Thomas’s) skateboard?

32. Is the (Jenkings’s, Jenkines’) dog named Hoover?

33. Shingles were missing from the (sheds, shed’s) roof.

34. The (musicians’s, musicians’) lively performance made the audience cheer loudly.

35. The (conductor’s, conductors) stand has been misplaced.
Lesson 83
Using Hyphens, Dashes, and Parentheses

Use a **hyphen** to show the division of a word at the end of a line. Always divide the word between its syllables.

Will and Cindy decided to enroll in the table tennis tournament sponsored by the Athletic Club.

Use a hyphen in compound numbers from twenty-one through ninety-nine. Use a hyphen in a fraction that is used as a modifier. Do not use a hyphen in a fraction used as a noun.

The new restaurant served seventy-eight dinners last night.

James awoke one-half hour before Harry. (modifier)

One third of the money raised will be spent on research. (noun)

Use a hyphen or hyphens in certain compound nouns. Check the dictionary to see which ones need hyphens. Use a hyphen in a compound modifier only when it precedes the word it modifies.

My great-aunt loves to knit. Sid is Lou’s brother-in-law.

A well-rehearsed band played first. Our band was well rehearsed.

Use a **dash** to show a sudden break or change in thought. If the sentence continues, use a second dash to mark the end of the interruption.

Mary—she just turned twelve—is my neighbor.

Use **parentheses** to set off material that is not part of the main statement but that is, nevertheless, important to include.

The yo-yo (a spinning top on a string) has been popular for years.

**Exercise 1** Insert hyphens, dashes, or parentheses as needed. Write C in the blank if the sentence is correct.

______ There were thirty-six books on the selective reading list.

______ 1. Rolanda’s dad is thirty-seven years old.

______ 2. The *streusel* a German dessert made by Hans’s mother was the hit of the picnic.

______ 3. The audience was thrilled by the long-awaited performance.

______ 4. The scoreboard donated by Christy’s Grocery needs to be replaced.

______ 5. Mr. Jones the man who owns the Palace Theater gave us free passes.
6. Does a light-year measure distance or time?
7. Bingo was a well-trained dog.
8. Dr. Khanduja—he’s from India—is my family doctor.
9. Of all the sports available to the class, basketball drew the largest number of participants.
10. Saint Bernards—huge, hardy dogs—are popular in the Alps.
11. Don’t you just love French-fried onion rings?
12. The clock on my desk—a present from Mom—is shaped like a computer.
13. That book has twenty-two chapters.
14. The Lions—members of the Monroe High School soccer team—thwarted our entire offense.
15. After dinner, we visited with my great-grandmother.
16. Despite its shop-worn appearance, George purchased the magazine.
17. The brown gelding—we now have four horses—proved to be a terrific pleasure horse.
18. Especially in summer, the woods behind Aunt Meredith’s barn were fascinating to every member of the family.
19. The basketball team scored eighty-eight points.
20. Three fourths of our class had the flu last week.
21. Rance is our first-string tackle.
22. My cousin Phil—he turned thirteen last month—is staying with me for the weekend.
23. With great relish, Akira looked forward to his monthly relaxing weekend at the cabin.
24. The kiwi—a small flightless bird native to Australia—lays a large egg in proportion to its body size.
25. The middle-aged man longed to return to his youth.
26. The marching band boasted ninety-five members.
Lesson 84
Using Abbreviations

Abbreviate titles and professional or academic degrees that follow names.

Mr. Albert Huang Jr. (Junior) Kim Birchfield, Ph.D. (Doctor of Philosophy)
Arlene Johnson, M.D. (Medical Doctor) Dr. Stephen Zwilling

Use all capital letters and no periods for abbreviations that are pronounced letter by letter or as words. Exceptions are U.S. and Washington, D.C., which do use periods.

NCAA (National Collegiate Athletic Association)
RAM (random-access memory) PBS (Public-Broadcasting System)

Use the abbreviations A.M. (ante meridiem, “before noon”) and P.M. (post meridiem, “after noon”) for exact times. For dates use B.C. (before Christ) and, sometimes, A.D. (anno Domini, “in the year of the Lord,” after Christ.)

Abbreviate calendar items only in charts, lists, and graphs.


Abbreviate units of measure in scientific writing, such as charts, lists, and graphs.

inch(es) in. foot (feet) ft. gram(s) g liter(s) l cubic centimeter(s) cc

Abbreviate street names on envelopes.

Street St. Road Rd. Avenue Ave. Court Ct. Boulevard Blvd.

Use the Postal Service abbreviations for the names of states on envelopes.

Maryland MD Texas TX Utah UT North Carolina NC

Exercise 1 Look at each item in parentheses. If it can be abbreviated in that sentence, write the abbreviation. If the sentence is correct as it is, write C.

____ WPA The (Works Projects Administration) provided jobs during the Depression.

____ 1. (Doctor) Louis Pasteur invented a way to make milk safer for drinking.

____ 2. Beacon Station (Road) is where the old mill is located.

____ 3. Linda Gomez, (Medical Doctor), has an office near here.

____ 4. Remind Sarah to take her medicine at 8:00 (post meridiem).

____ 5. Darnell’s father works for the (Central Intelligence Agency).
6. The pitcher holds two (liters) of lemonade.
7. Valerie's birthday is (September) 14.
8. Neil Allen (Junior) will follow in his father’s footsteps.
9. Emile Green, (Doctor of Philosophy), was the speaker at my cousin's commencement.
10. The young tree in our yard is seventy-two (inches) high.
11. She will return to class on (Monday).
12. (North Atlantic Treaty Organization) began as a defense group.
13. Jeannie moved to Sycamore (Street) last week.
14. Miriam sent the letter to Teresa Kazuo, (Certified Public Accountant), on April 13.
15. The mall on Fillmore (Boulevard) is the closest mall.
16. At 6:18 (ante meridiem) our plane takes off.
17. Send the flowers to 378 Shropshire (Court) in Boca Raton.
18. That tiny vial holds 1 (cubic centimeter).
19. The alligator was twelve (feet) longer than the ferret.
20. We toured the (National Aeronautics and Space Administration) headquarters for two hours.

**Exercise 2** Rewrite each phrase using the correct abbreviation.

37 kilometers \[37 \text{ km}\]
1. 76 Avondale Court \[76 \text{ Avondale Ct.}\]
2. October 8, 1865 \[Oct. 8, 1865\]
3. Thornton, Idaho \[Thornton, ID\]
4. Topeka, Kansas \[Topeka, KS\]
5. 300 yards \[300 \text{ yd.}\]
6. anno Domini 375 \[A.D. 375\]
7. United Nations \[UN\]
8. Hansberger Avenue \[Hansberger Ave.\]
9. Tonawanda, New York \[Tonawanda, NY\]
10. 2:00 in the afternoon \[2:00 P.M.\]
11. 10 Downing Street \[10 Downing St.\]
12. Lansing, Michigan \[Lansing, MI\]
Always spell out ordinal numbers. Also spell out numbers that you can write in one or two words. For numbers of more than two words, use numerals.

Maureen placed second in the spelling bee. (ordinal number)
My father is thirty-four years old. (one word)
Yasser’s house is 214 miles from the border. (more than two words)

Spell out any number that begins a sentence, or reword the sentence so that the number appears later.

One hundred seven days remain until Christmas.

Write a very large number as a numeral followed by the appropriate word, for example, million or billion.

Relief is needed for 14 million flood victims.

If one number in a sentence is in numerals, related numbers must be in numerals.

I picked 109 bushels of apples while Joyce picked 95 bushels.

Use words for amounts of money that can be written in one or two words, for the approximate time of day, and for the time of day when A.M. or P.M. is not used.

four cents  a quarter past four  half past two  two o’clock

Use numerals for dates; for decimals; for house, apartment, and room numbers; for street or avenue numbers; for telephone numbers; for page numbers; for percentages; for amounts of money involving both dollars and cents; to emphasize the exact time of day; or when A.M. or P.M. is used.

April 10, 1874  13 percent  $50.60  4:07 P.M.

**Exercise 1** Write in the blank the correct form for each number. Write C if the number is written correctly.

**thirty-seven**  For his science project, Bela collected 37 different insects.

__________  1. We have 246 seventh graders at our school.

__________  2. 400 is an enviable batting average.

__________  3. Did the NFL draw more than 30 million fans this year?

__________  4. The Adamsville Blue Angels finished 1st in their soccer league.

__________  5. Be at my house by 5:00.
6. Whose phone number is five five five zero four one one?
7. There are 19 trees in the picnic area.
8. The old computer had only five hundred twelve kilobytes of RAM.
9. One hundred four people brought their vehicles to our car wash.
10. Some of the night sky’s visible stars are more than nine billion miles away.
11. “Today is the 2nd time you have not completed your homework,” said Mr. Ortega.
12. The bus will leave at 6:10 A.M.
13. With tax, that will be seven dollars and fifty-six cents.
14. Marcie has twenty-four comic books.
15. The paper reported that fewer than nine hundred forty persons voted in our precinct.
16. Two hundred eleven cards graced Tamaka’s hospital room.
17. The population of Sweden is just over 8 million.
18. Besides having 90 sheep, the rancher owned fourteen horses.
19. By the tenth day, Mi-Young had fully recuperated.
20. On Thursday, the movie will run at five after nine P.M. on ABC.
21. Driver, take me to thirty-eight Mountain View Boulevard.
22. Can you believe this costs only 25 dollars?
23. The local deer population is estimated at 650.
24. 38 members attended the meeting.
25. Earth is ninety-three million miles from the sun.
26. Mieko lost her purse on the 7th day of her tour.
27. The bell for third period rings at nine fifty-seven A.M.
28. An-Li was born on July first nineteen eighty-three.
29. After paying tax, the customer received only nine cents in change.
30. Our profit margin was less than eight %.
Unit 13 Review

Exercise 1 Write the correct word, phrase, number, or abbreviation in the blank. Write C in the blank if the sentence or phrase is correct. Use italics (underlining) or quotation marks as needed.

1. Micah won the lottery in August 1990.
2. Yours truly,
3. Doctor Amma Yamaguchi
4. Twenty-five million
5. Alvin read 23 books.
6. I can barely remember my great-grandmother.
7. Kelly—she’s on vacation now—is my best friend.
8. Did Ernest Hemmingway write the novel The Old Man and the Sea?
9. Dad’s favorite poem is Trees.
10. James’ last name is Guerrero.

Exercise 2 Edit the following sentences. Add any punctuation that is needed and use the delete symbol (✓) to mark any punctuation that should be removed.

Daydreaming, Jorge leaned his head, against the wall.
1. Ms. Jefferson asked, What were the Nina and the Santa Maria?
2. After weeks of concern Dr Martin was glad to see the rain; it came in time to save his rose garden.
3. Yes, I heard the assignment we are to read pages, 93–97.
4. Yawning, I looked out the window to see the Joneses’ dog, chasing our cat.
5. Marla said, The hand as you know is quicker than the eye.
6. The batter, a lanky left hander swung at the first three pitches.
7. Mrs. Thiele may Margaret come to my house?
Exercise 1  Draw three lines under each letter that should be capitalized. Add any needed punctuation.

While we were on the plane we met dr. henry kissinger.

1. During our stay in paris we visited the louvre and notre dame cathedral.
2. Grandma’s house is an example of victorian architecture but it has been remodeled.
3. The pirates are making a strong bid to win the pennant and all of pittsburgh is supporting them.
4. The british monarchy has its seat at buckingham palace in london.
5. “Somewhere over the rainbow” was first sung by judy garland one of Hollywood’s former leading ladies.
6. Are the washington redskins i never followed that team in the american football conference
7. Can you tell me who wrote the book dr. jeckyll and mr. hyde?
8. We went to visit aunt rita who lives in tyler and my two uncles in galveston.
9. Oko’s afternoon classes are as follows math, English, and biology.
10. The band played concerts in england france and all european countries bordering the mediterranean.
11. The panel included pastor ferrera professor jenkins and doctor adkins.
12. My favorite vacation was our trip to grand canyon national park and it seems like only yesterday
13. Because she wants to become a professional musician, inez invested in the larousse dictionary of music.
14. Durrell’s new horse a registered tennessee walker is very well trained.
15. Myron’s favorite instruments are the trombone the french horn and the tuba.
16. Donna and Felipe went to new orleans on the delta queen a sternwheeler and returned by railroad.
17. Alta enjoys both Italian and Greek cuisine.
18. Millie’s family is renowned for fine-quality Hampshire hogs.
20. Roxie, the girl next door, likes Canadian bacon on her pizza.

Exercise 2 Write M in the blank if the group of words in italics is a main clause, S if it is a subordinate clause, or N if it is not a clause.

M My alarm goes off at seven, but I seldom get up at that time.

1. Unless I fall asleep before ten, I am going to watch the news special.
2. Juan likes tacos, but his sister can’t eat them.
3. Since Guillaume made the first-string team, his confidence has blossomed.
4. Candace has a paper route, and she always has plenty of pocket money.
5. Erik went home before the end of the game.
6. Ian caught seven fish before he ran out of bait.
7. Elvis has a skateboard; Sharon has two skateboards.
8. Otters are aquatic mammals, and they are among the most playful creatures on earth.
9. Whenever Paloma runs the meeting, the business session progresses smoothly.
10. Walking down the street, Osvaldo whistled happily.
11. Growing up has many pitfalls, and Abeque experienced many of them.
12. Mary ran the vacuum while Jimmy did the dusting.
13. I ordered ice cream, but Dad had a milkshake.
14. We purchased all new furniture since last month’s flood.
15. When Dad sleeps late, we all pitch in and do his chores.
16. The potatoes and carrots are from the garden down by the creek.
17. The Soap Box Derby is a lot of fun, but I have become too busy to participate.
18. Because my sister is a paramedic, she has taught CPR to all of us.
19. Because of my high grades, my name appeared on the honor roll.
20. Hatsu kissed Aunt Koto good-bye, but I was too shy to kiss her.
Exercise 3 Write G in the blank if the word in italics is a gerund, P if it is a participle, or V if it is a verb.

V

The movie star was waving to her many fans.

1. The kids were sliding down the banister.

2. Making the baseball team was a great achievement for Takashi.

3. Isaac, feeling very contented, stretched out on the sofa.

4. Swaying in the breeze, the branches scratched against the side of the house.

5. Each member is making a valuable contribution to the success of the team.

6. Killing time is a wasteful activity.

7. Exploring the old barn, the girls found a huge cowbell.

8. The twins were looking at the catalog.

9. Jason loved hiking more than any other activity.

10. Ralph, sleeping till noon, missed breakfast and lunch.

11. Encouraging her younger sister is fun for Nell.

12. The galloping horse skidded to a stop.

13. The Millers are all experts at fishing.

14. Kosey had prepared a terrific presentation.

15. Glowing with pride, Marc displayed the empty space where a tooth used to be.

16. The Scouts liked camping in Keller’s Hollow.

17. Mom always enjoys reading.

18. Looking into the refrigerator, Alfonso asked, “When do we eat?”

19. Leading the burro proved to be a monumental task.

20. Hans was eating some strawberries.