

Language Arts – Chapter 8 Punctuation and Capitalization

8.1 End Punctuation

Use a period at the end of declarative & imperative sentences.

- Declarative – makes a statement
- Imperative – gives a command

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

- Interrogative – asks a question

Use an exclamation point at the end of an exclamatory sentence.

- Exclamatory – expresses strong emotion

8.2 Commas in Series

Commas are used to separate 3 or more words in a series.

Words in a series should be similar in nature & serve the same purpose in a sentence – all nouns, all verbs, all adjectives, or even all phrases

- *Jupiter, Saturn, Uranus, and Neptune* are gaseous planets. – **NOUNS**
- Scientists *observe, study, and chart* the Red Spot, a gigantic whirlwind on Jupiter. – **VERBS**
- Jupiter is *gigantic, gaseous, and stormy*. - **ADJECTIVES**

8.3 Commas with Conjunctions

A comma is used before the coordinating conjunction **and, but,** or **or** when 2 independent clauses are joined to form a compound sentence.

- Astronomy is the study of the universe, **and** it has existed since ancient times.

Commas are used in compound sentences but not in compound sentence parts

- You must use your eyes carefully, **and** you will see many new things in the sky. (compound sentence – comma)
- Asteroids may contain carbon **or** other materials. (compound sentence parts – no comma)

8.4 Direct Address and Yes and No

Commas are used to separate words in direct address – naming a person spoken to.

- When the name in direct address is the first word of a sentence, it is followed by a comma,
 - o **Greg**, did you know that Mercury is the planet closest to the sun?
- When the noun in direct address is the last word of the sentence, a comma is placed before the noun.
 - o Mercury has practically no atmosphere, **Alex**.
- If the name of the person is used within the sentence, one comma is placed before the name and one after the name.
 - o The planet Mercury, **Bob**, is quite rocky.

Commas are used after the words **yes** and **no** when either introduces a sentence.

- **Yes**, the temperature varies greatly on Mercury.

8.5 Apostrophes

An apostrophe (') – is used to show ownership or possession

- Singular noun – add apostrophe and s ('s)
 - o The **scientist's** research is on the surface of Mars.
- Plural noun - add an apostrophe after the s in regular plural nouns
 - o The **scientists'** new telescope is big and powerful.
- If a plural noun does not end in "s" – add apostrophe and s ('s)
 - o The **children's** telescope is at a window in the attic.

An apostrophe is used in a contraction to indicate where a letter or letters have been omitted.

- can't = cannot
- didn't = did not
- hasn't = has not

***See p. 468 for more examples.

8.6 Capital Letters

The first word of every sentence begins with a capital letter.

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

8.7 Titles

A capital letter is used for the first letter of each important word in the title of a book, movie, TV show, play, poem, song, artwork, sacred book, article, or essay

- Articles, prepositions, and conjunctions usually are not capitalized.
- The first and last words of a title **always** begin with capital letters.

Titles of books (except sacred books), plays, magazines, movies, and artworks:

- Italicized when typed
- Underlined when handwritten

Titles of poems, short stories, and magazine articles have quotation marks around them

8.8 Other Uses of Capital Letters

Capital letters are also used for:

- The first word in a direct quotation
 - o NASA officials reported, "**The** second Mars rover, *Opportunity*, has safely touched down.
- The directions North, South, East, and West, when they refer to specific regions of a country.
 - o On our trip to the **South**, we watched the launch of the space shuttle.
- The pronoun I
 - o My family and **I** visited the Kennedy Space Center.
- Titles that precede a person's name
 - o When he was elected in 1960, **President** John F. Kennedy became the country's 35th president.
- Initials in a person's name
 - o H.G. Wells = Herbert George Wells

8.9 Abbreviations

Abbreviation – a shortened form of a word

A period is used after many (not all) abbreviations

Capital letters are used for abbreviations when capital letters would be used if the words were written in full.

Titles – capitalized when used before proper names

Time – May, June, and July are not abbreviated

The abbreviations used in the metric system do not begin with capital letters and are not followed by periods.

The postal abbreviations for the states have 2 capital letters and are not followed by periods.

***See page 476 for examples

8.10 Direct Quotations

Direct quotation – the exact words a person has spoken

- Enclosed in quotation marks and separated from the rest of the text by 1 or more commas
- Use a capital letter for the first word of every direct quotation

When a direct quotation comes at the beginning of a sentence, a comma is placed after the quotation.

- “The planet Saturn is the sixth planet from the sun,” explained our teacher.

When a quotation comes at the end of a sentence, a comma is placed before it.

- Mr. Stephens explained, “Its beautiful rings are made mostly of rocks and ice chunks.”

When the exact words (quotation) of a speaker are divided:

- More than 1 comma is used to separate the quotation from the rest of the sentence.
- Use a capital letter for the first word of a quoted sentence, but do not use a capital letter where the quotation continues.
 - o “The planet” said Gregory, “is visible without the use of a telescope.

When a question mark or exclamation point ends a quotation at the beginning of a sentence, a comma is not needed (question mark/exclamation point placed inside the quotation marks).

- “Is it the second largest planet in our solar system?” asked Debbie.
- “Saturn has such beautiful rings!” my sister exclaimed.

When the question mark or exclamation point is not part of the quotation, it is outside of the quotation marks.

- Did the teacher say, “Choose just one planet to study”?
 - o The sentence itself is a question, but the quotation is not – therefore the end punctuation goes outside the quotation marks.
- I was stunned when I heard Jim say, “I finished my report yesterday”!
 - o The sentence itself is an exclamation, but the quotation is not – therefore the end punctuation goes outside of the quotation marks.

***Remember you will not have 2 end punctuations.

8.11 Addresses and Label

When writing a personal letter, you need to include only the date in the heading. For business letters include your address.

The inside address of a business letter includes the name and address of the person to whom the letter is being sent.

Salutation = greeting

- The first word & the name of the person being addressed start with capital letters.
- Personal letter – use comma after name
 - o Dear Aunt Jane,
- Business letter – use colon after name
 - o Dear Mr. Andrews:

Complimentary close – ends the letter

- Capitalize the first word
- Use a comma after the complimentary close
 - o Sincerely,
 - o Your friend,
 - o Very truly yours,

Inside address & the address on the envelope capitalize

- The name of the person addressed
- The name of the street & the city/town
- Both letters of the state's postal abbreviation
- Abbreviations such as N. for North, S. for South

Use a comma after the name of the city or town

- Antonia Markham
1200 N. Bank Ave.
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