



COMUNIDADES LATINAS
UNIDAS EN SERVICIO

Week 11



Rules in Capitalization and Punctuation



Capitalization

When do we capitalize words in English?

Capitalization identifies proper nouns and adjectives as well as titles/parts of names, holidays, days of the week, and months. The pronoun I is always capitalized. Also capitalize the first letter of the first word of a sentence and main words in title of written text.

- ▶ These definitions and examples will help you understand capitalization.

a

A proper noun may contain words that are not always capitalized in other contexts. For example, the word *university* is capitalized when it refers to a specific university, such as the *University of North Carolina*.

Definitions	Examples
A proper noun is a name that identifies a particular person, place, or thing. A proper adjective is a descriptive word based on a proper noun.	Noun: <u>U</u> niversity of North Carolina Adjective: <u>F</u> rench bread
A common noun or adjective is a label that designates a general type of person, place, or thing.	Noun: a <u>u</u> niversity in North Carolina Adjective: <u>w</u> hite bread

- This chart provides examples of common nouns and related proper nouns.

Common Nouns	Proper Nouns
city	Dallas
horse	Secretariat
novel	<i>The Great Gatsby</i>
doctor	Dr. Susan Williams
drugstore	Value Plus Drugs
paper towel	Quick Clean Paper Towels
day	Tuesday

1. **I found good recipes for thai dishes in an article called “Simply noodles.”** Which corrections should be made to the sentence?

- A. Capitalize recipes and thai.
- B. Capitalize dishes and noodles.
- C. Capitalize thai and article.
- D. Capitalize thai and noodles.

Punctuation



When do we use a...

Comma?

Hyphen?

Exclamation
mark?

Bracket?

Colon?

Semi-colon?

comma

hyphen

exclamation
mark

brackets

colon

semi-
colon

This can be used to show a loud voice or strength of feeling.

This can introduce an idea, a list or a quotation.

You can use this to link two sentences about the same topic.

This can be used to separate a main clause and a subordinate clause.

These may be used to add stage directions or asides in a script.

This can be used to join two words together.



Title: Using the Comma

What is a comma?

A comma is used within a sentence to separate one group of words from another so that the meaning of the sentence is clear. We use commas:

- In lists
- To separate additional information from the main sentences
- Before a connecting word eg but
- In long sentences

SPOT THE DIFFERENCE

‘Becky, our secretary, has left us’

‘Becky, our secretary has left us’

COMMAS

Usage	Example
Items in a series	<i>I bought apples, rolls, and milk at the grocery store.</i>
Introductory phrase	<i>To stay in shape, football players must work out every day.</i>
Interrupting or descriptive phrase or clause	<i>Alex's car, a blue sedan, is in the parking lot.</i> <i>My dad, who is turning 50 this year, just went skydiving.</i>
Combining sentences	<i>We drove to the lake, but the fishing pier was closed.</i>
Two or more adjectives	<i>It was a long, dreary day.</i>
With quotations and dialogue	<i>Sophia said, "I'm going to take the dog to the park."</i>

1. **My two brothers Mike and Tom came with me to the baseball game last weekend.** Which is the best way to write the underlined portion of the sentence?

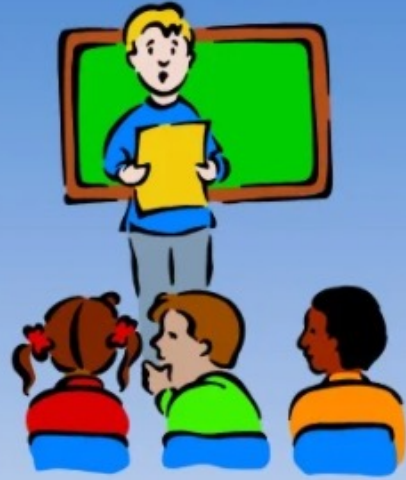
- A. brothers, Mike, and Tom,
- B. brothers, Mike and Tom,
- C. brothers Mike, and Tom
- D. brothers, Mike and, Tom

Apostrophes

(not apostrophe's!)

Where's the missing apostrophe?





The possessive apostrophe



The guitar of Josh

Rule

Find the
owner



Josh

Add the
apostrophe



Josh'

Add the **s** if
there isn't one



Josh's guitar

The cars of the men

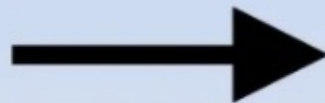
Rule

Find the
owner



the men

Add the
apostrophe



the men'

Add the **s** if
there isn't one



the men's cars

Remember, if you are making something plural, you never use an apostrophe.

The two cats sat on the mat.



The two cat's sat on the mat.



Its or it's?

It's the first day of spring.

Our bird has escaped from **its** cage.

Do not use an apostrophe with possessive pronouns

Because [possessive pronouns](#) already show ownership, it's not necessary to add an apostrophe:

yours

his

hers

its

ours

theirs

Apostrophe To form contractions

Are not → Aren't

Was not → Wasn't

Can not → Can't

When is → When's

That is → That's

She had → She'd

They will → They'll

Has not → Hasn't

You are → You're

We are → We're

TEST-TAKING TIPS

To test whether an apostrophe is being used for a contraction or a possessive, substitute the full words into the sentence. "It's time to go" means "It is time to go." Therefore, the apostrophe indicates a contraction, not a possessive.

1. **Not only is camping fun, but it's also a great way to spend time with you're friends or family.** Which correction should be made to the sentence?

- A. Change it's to its.
- B. Change friends to friend's.
- C. Change it's to it was.
- D. Change you're to your.



Frequently Confused Words

HOMONYMS



A HOMONYM IS A WORD THAT IS PRONOUNCED THE SAME AS ANOTHER WORD WITH A DIFFERENT MEANING.

WHEN THE WORDS HAVE THE SAME SPELLING, THEY ARE KNOWN AS 'HOMOGRAPHS'.

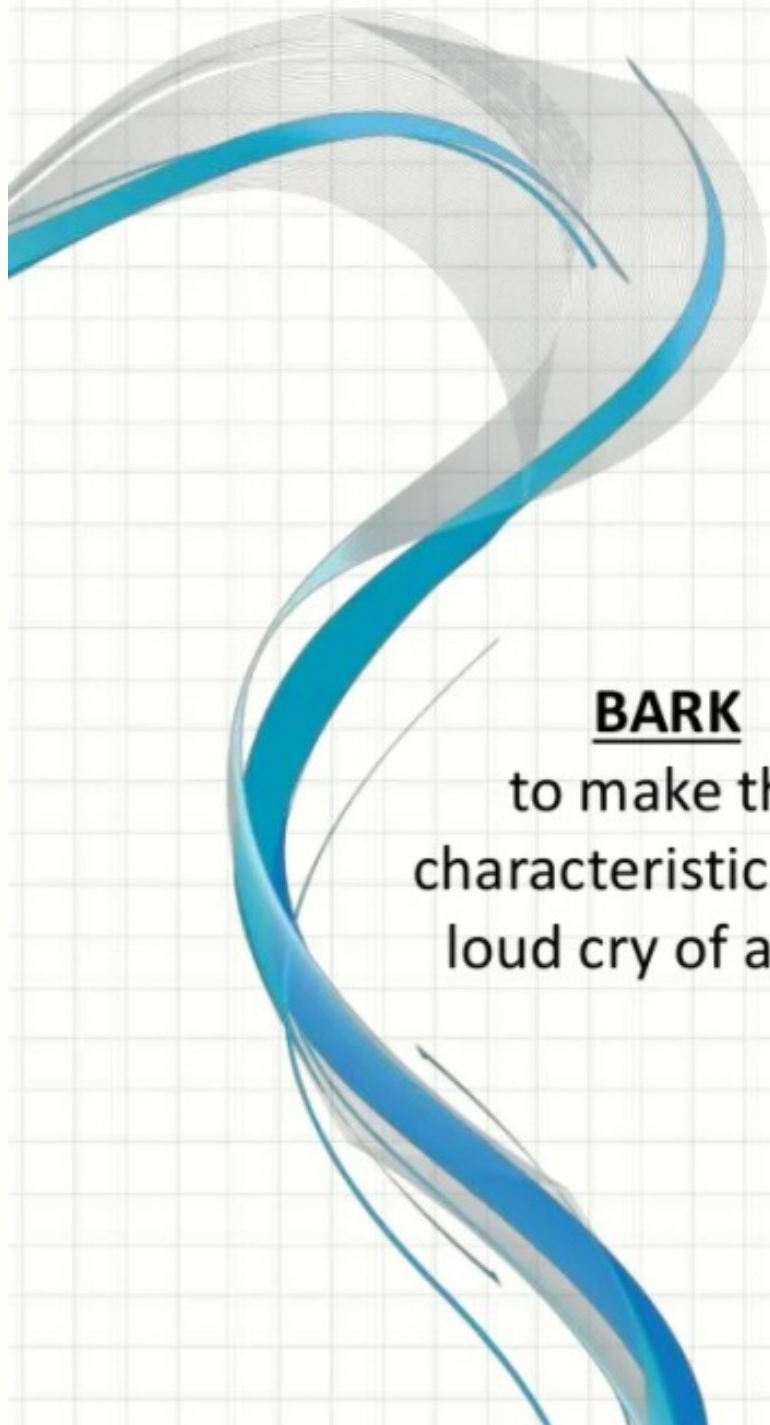
WHEN THE WORDS HAVE DIFFERENT SPELLINGS BUT DIFFERENT MEANING, THEY ARE KNOWN AS 'HOMOPHONES'.

COMMON HOMONYMS AND FREQUENTLY CONFUSED WORDS

a **Then** and **than** are often confused. Remember, **then** refers to time or sequence. **Than** makes a comparison between items.

b The pronouns **its** and **their** are easily confused with the contractions **it's** and **they're**. **Their** is also sometimes confused with **there**, meaning "at that place."

by	Be at work <u>by</u> noon tomorrow.	buy	Will you <u>buy</u> me a magazine?
lose	Did they <u>lose</u> the soccer game?	loose	The young girl had a <u>loose</u> tooth.
pale	He wore a <u>pale</u> blue tie.	pail	The child brought a <u>pail</u> and shovel to the beach.
way	You're going the wrong <u>way</u> !	weigh	I <u>weigh</u> less now that I've been on a diet.
hear	Do you <u>hear</u> what I'm saying?	here	The books you need are over <u>here</u> .
then	I mowed the grass and <u>then</u> trimmed the bushes.	than	Steve likes drag racing more <u>than</u> hockey.
new	That <u>new</u> movie looks funny.	knew	She <u>knew</u> the answer right away.
past	The story takes place in the <u>past</u> .	passed	Justine <u>passed</u> the test on her first try.
see	Rico can <u>see</u> better with his glasses.	sea	The cottage overlooks the <u>sea</u> .



BARK

to make the
characteristic short
loud cry of a dog

VS.

BARK

the outside covering of
the trunk, branches, and
roots of a tree

That dog just wants
to **bark** at that tree
bark.



TIRE

to exhaust or greatly
decrease the
physical strength of

VS.

TIRE

a rubber cushion that fits
around a wheel (as of an
automobile) and usually
contains compressed air

You will **tire** out that **tire** if you
don't stop driving so much.



1. **Did you see who just past by driving a new sports car?** Which correction should be made to the sentence?

- A. Change see to sea.
- B. Change past to passed.
- C. Change by to buy.
- D. Change new to knew.

Guided Practice: Capitalization, Punctuation & Frequently Confused Words

- Read the following passages from beginning to end. Then, read and answer the questions in the strategies column.
- (see PDFs)

Homework: PLATO

Active Assignments



Week 11

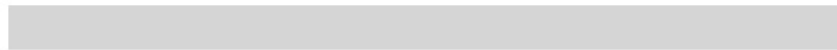
To begin, select an activity from All Activities

[Select New Activity](#) 



All Activities

Completion: 0/5 (0%)



No Due Date

Thank you for coming to class!

Remember:

- GED: Mondays (Writing Lab) and Tuesdays – 10am-12pm
- English – Wednesday, Thursday - 10am and/or 6pm
- Computer class: Friday - 10am