LANGUAGE CURRICULUM - GRADE 4

This curriculum guide is available to parents of fourth grade students at Forcey Christian School, so that they can assist their children in doing homework and in preparing for tests. For the most part, it follows the sequential pattern of the text listed below.

Text: Easy Grammar Grades 4 and 5 by Wanda C. Phillips

1. <u>PREPOSITIONS</u> - Common prepositions: <u>about</u>, <u>above</u>, <u>across</u>, <u>after</u>, <u>against</u>, <u>along</u>, <u>around</u>, <u>at</u>, <u>before</u>, <u>behind</u>, <u>below</u>, <u>beneath</u>, <u>beside</u>, <u>between</u>, <u>by</u>, <u>down</u>, <u>during</u>, <u>except</u>, <u>for</u>, <u>from</u>, <u>in</u>, <u>inside</u>, <u>into</u>, <u>near</u>, <u>of</u>, <u>off</u>, <u>on</u>, <u>onto</u>, <u>out</u>, <u>outside</u>, <u>over</u>, <u>past</u>, <u>through</u>, <u>throughout</u>, <u>to</u>, <u>toward</u>, <u>under</u>, <u>underneath</u>, <u>until</u>, <u>up</u>, <u>upon</u>, <u>with</u>, <u>without</u>.

Prepositional Phrase - A prepositional phase (a group of two or more words) begins with a preposition and ends with a noun or pronoun (usually something you can see). It may end with an **abstract noun** (with much <u>happiness</u>), but usually ends with a **concrete noun** (with my <u>dad</u>). A phrase doesn't express a complete thought; it will not serve as a subject or verb in a sentence. It's possible to have more than one prepositional phrase in a sentence (this is called a **compound object**). The last word in a prepositional phrase is referred to as the **object of the preposition**.

Compound Subject - Subjects are **not** part of a prepositional phrase. The subject is **who** or **what the sentence is about**. Sometimes a sentence talks about two or more people or things (**compound subject**); look for more than one **who** or **what** in the sentence.

Imperative Sentence - **Gives a command**. To find a subject and verb in an imperative sentence do the following: cross out any prepositional phrase(s), write "you" (it's understood) at the beginning of the sentence, and identify the verb by asking **what** you're being told to do.

Compound Verb – Verbs are not part of a prepositional phrase. The verb tells **what happened** (or **is happening**) or **what is** in the sentence. Sometimes more than one thing happens (happened) or is (was) in a sentence (**compound verb**).

Infinitives – <u>To</u> plus a verb is called an infinitive.

Complete Subject and Complete Verb – To identify these in a sentence do the following: cross out any prepositional phrases, underline the subject once, underline the verb with a double line, underline everything before the verb with a wavy red line (**this is the complete subject**) and underline everything after the verb with another wavy red line (**this is the complete verb**).

Direct Objects - Some sentences contain a direct object. A **direct object receives the action of the verb** (it answers **what**). The verb always shows action in a sentence that has a direct object. There may be **two direct objects in a sentence** (called a **compound direct object**). To find a direct object do the following: cross out any prepositional phrase(s), underline the subject once and the verb twice (if a verb shows an action there might be a direct object), and then read the subject and verb and ask whether there is an object that would answer **what**.

2. <u>VERBS</u> - Verbs expresses an action or state a fact (often referred to as state of being verbs). (Example of an action verb: Bill <u>plays</u> a guitar.) The conjugation of "to be": <u>is</u>, <u>am</u>, <u>are</u>, <u>was</u>, <u>were</u>, <u>be</u>, <u>being</u>, <u>been</u>. When telling present time use <u>am</u> with the pronoun <u>I</u>; use <u>is</u> when the subject is singular; and

use <u>are</u> when the subject is you and when the subject is plural. When telling past time use <u>was</u> if the subject is singular, and use <u>were</u> if the subject is you or plural.

Contractions - To contract means to become smaller. Contractions are formed when two or more words are joined together. When joined, the new word is smaller because a letter or letters have been dropped. Put an apostrophe (') where the letters have been dropped. (Examples: I am/I'm, who is/who's, does not/doesn't.)

Homonyms: <u>You're</u> is a contraction that means "you are." <u>Your</u> shows something owns or has something. <u>It's</u> is a contraction that means "it is." <u>Its</u> is a word used to show that something owns or has something. <u>They're</u> is a contraction that means "they are." <u>Their</u> is used to show that something owns or has something. <u>There</u> indicates where.

Helping Verbs and Verb Phrases – There are twenty-three helping verbs (called auxiliary verbs): <u>do</u>, <u>does</u>, <u>did</u>, <u>has</u>, <u>have</u>, <u>had</u>, <u>may</u>, <u>might</u>, <u>must</u>, <u>can</u>, <u>shall</u>, <u>will</u>, <u>could</u>, <u>should</u>, <u>would</u>, <u>is</u>, <u>am</u>, <u>are</u>, <u>was</u>, <u>were</u>, <u>be</u>, <u>being</u>, <u>been</u>. If a verb can stand alone in a sentence, it's called a main verb. In a verb phrase one or more helping verbs are placed in front of a main verb. (Example: <u>should have stayed</u>—<u>should have</u> are helping verbs and <u>stayed</u> is the main verb). The main verb is the last part of a verb phrase. Helping verbs may be beside the main verb (His brother <u>has</u> already <u>worked</u> for five hours.). The helping verb or verbs will not be beside the main verb when the sentence asks a question. (<u>Has</u> his brother <u>worked</u> all day?) Not is an adverb; it is not a verb and is never part of a verb phrase.

Verbs may be regular or irregular. This is indicated by how the verbs form the past tense and the past participle. Past tense indicates time that has happened. Add <u>ed</u> to regular verbs (but not irregular verbs) to form the past tense. The past participle is **not** a tense; it is a form of the verb. Use <u>has</u>, <u>have</u>, or <u>had</u> before the past participle form. Examples of regular verbs: <u>yell</u>, <u>yelled</u>, <u>has yelled</u>. Examples of irregular verbs: <u>sing</u>, <u>sang</u>, <u>has sung</u>. The following is a list of irregular verbs that are given in the following order: **present**, **past**, **present participle**, **past participle**.

List:

is, am, are; was, were; being; been beat(s), beat, beating, beaten begin(s), began, beginning, begun blow(s), blew, blowing, blown break(s), broke, breaking, broken bring(s), brought, bringing, brought burst(s), burst, bursting, burst buy(s), bought, buying, bought choose(s), chose, choosing, chosen come(s), came, coming, come do, does; did; doing; done drink(s), drank, drinking, drunk drive(s), drove, driving, driven eat(s), ate, eating, eaten fall(s), fell, falling, fallen fly, flies; flew; flying; flown freeze(s), froze, freezing, frozen give(s), gave, giving, given go, goes; went; going; gone

lay(s), laid, laying, laid leave(s), left, leaving, left lie(s), lay, lying, lain ride(s), rode, riding, ridden ring(s), rang, ringing, rung rise(s), rose, rising, risen run(s), ran, running, run see(s), saw, seeing, seen set(s), set, setting, set shake(s), shook, shaking, shaken sing(s), sang, singing, sung sink(s), sank, sinking, sunk sit(s), sat, sitting, sat speak(s), spoke, speaking, spoken spring(s), sprang, springing, sprung steal(s), stole, stealing, stolen swim(s), swam, swimming, swum swear(s), swore, swearing, sworn take(s), took, taking, taken

grow(s), grew, growing, grown have, has; had; having; had hang(s), hanged or hung (went referring to objects), hanging, hanged or hung know(s), knew, knowing, known teach(es), taught, teaching, taught throw(s), threw, throwing, thrown wear(s), wore, wearing, worn write(s), wrote, writing, written

Clarification - "<u>To sit</u>" does not require a direct object; it's something that one can do alone. "<u>Set</u>" requires a direct object; it means "to place"—there needs to be a "thing" to place. "<u>Rise</u>" is an irregular verb and "<u>Raise</u>" is a regular verb. "<u>Rise</u>" – some things can go up (<u>rise</u>) without help (smoke, sun). "<u>Raise</u>" – must have a direct object. "<u>To lie</u>" means "to rest"—"I <u>lie</u> on the floor." "A minute ago I <u>lay</u> on the floor." "I <u>was lying</u> on the floor." "I <u>had lain</u> there for a few seconds." "<u>To lay</u>" means "to put down on, in, or against something." <u>Can</u> means "to be able to." <u>May</u> asks permission, gives permission, or suggests a possibility.

Verb Tenses - Tense means time. Present Tense indicates present time. If the subject is singular, add <u>s</u> to the verb (<u>es</u> to some verbs). **Past Tense indicates that which has happened.** Past tense never has a helping verb. Form the past tense of a regular verb by adding <u>ed</u> to the verb. Form the past tense of an irregular verb by changing the verb to its correct form. **Future Tense indicates time yet to happen**. Two helping verbs that indicate the future are <u>will</u> (used often for future tense) and <u>shall</u> (used with the pronoun <u>I</u>).

Subject/Verb Agreement - Singular means one; plural means more than one. If the subject is singular, add <u>s</u> to the regular verb for the present tense (some verbs add <u>es</u>). Some irregular verbs completely change form in the present tense. Examples: to have (One boy has the flu); to be (Bob is in fifth grade). With the pronoun I (singular), the verb does not add <u>s</u>. (I <u>enjoy</u> food.) With the pronoun <u>you</u> don't add <u>s</u> to the verb. (You <u>hit</u> the ball.) If the subject is plural, don't add <u>s</u> to the verb. (The boys <u>play</u> together.) If the subject is a **compound** (means "**more than one**"), don't add <u>s</u>. (Fred and Bill <u>play</u> together.) Follow these rules when a compound subject is joined by <u>or</u>: if the subject closest to the verb is singular, add <u>s</u> to the verb; if plural, don't add <u>s</u> to the verb.

3. <u>NOUNS</u> - Nouns name persons, places, things, and ideas. Common nouns do not name specific persons, places, or things (man, city, book). These are not capitalized. Proper nouns name specific persons, places, and things (Bill, Silver Spring, Washington Monument). These are capitalized. Most nouns are concrete nouns—they can be seen (book, desk). Abstract nouns usually signify ideas (love, kindness). They can't be seen.

Noun Determiners

Articles: <u>a</u>, <u>an</u>, and <u>the</u>. (<u>The</u> car is red.)
Demonstratives: <u>this</u>, <u>that</u>, <u>those</u>, <u>these</u>. (Do you like <u>this</u> flower?)
Numbers: (<u>Two</u> boys went home.)
Possessive pronouns: <u>my</u>, <u>his</u>, <u>her</u>, <u>your</u>, <u>its</u>, <u>our</u>, <u>their</u>, <u>whose</u>. (<u>My</u> brother is happy.)
Possessive nouns <u>Bill's</u> bike is broken.
Indefinites: <u>some</u>, few, <u>many</u>, <u>several</u>, <u>no</u>, and <u>any</u>). (<u>Several</u> girls came to the game.)

There may be nouns without determiners in a sentence. Bob and his cousin went to Chicago.)

Singular and Plural Nouns Singular means one and plural means more than one. To form the plural of most nouns, add <u>s</u>. If a word ends is <u>ch</u>, <u>sh</u>, <u>s</u>, <u>z</u>, or <u>x</u>, add <u>es</u> to form the plural. (The dictionary will say **pl**. **es.** when <u>es</u> should be added to a noun to make it plural.) To form the plural of a singular noun that ends in a **vowel +** <u>y</u> (<u>ay</u>, <u>ey</u>, <u>iy</u>, <u>oy</u>, or <u>uy</u>), add <u>s</u> to the plural. To form the plural of a noun ending in a

consonant + \underline{y} , change the \underline{y} to \underline{i} and add \underline{es} . (In a dictionary if \underline{y} should be changed to \underline{i} and \underline{es} added, it will say **pl. ies**.) To form the plural of some nouns ending in \underline{f} , change the \underline{f} to \underline{v} and add \underline{es} (calf to calves). To form the plural of some nouns ending in \underline{f} , simply add \underline{s} (roof to roofs). To form the plural of some nouns ending in \underline{o} , add \underline{s} (zoo to zoos). To form the plural of some nouns ending in \underline{o} , add \underline{s} (zoo to zoos). To form the plural of some nouns ending in \underline{o} , add \underline{s} (zoo to zoos). To form the plural of some nouns ending in \underline{o} , add \underline{s} or \underline{es} (lasso...pl. sos, soes). Some nouns do not change to form the plural (deer). (In the dictionary, if the word doesn't change it will say **pl. deer**.) Some nouns change totally to form the plural (child to children). (The dictionary will say **pl. children**. If two spellings are given in the dictionary, the first one is preferred.)

Possessive nouns show ownership or that something is part of something else. To form the possessive of a singular noun, add 's (boy's); to form the possessive of a plural noun ending in \underline{s} , add ' after the \underline{s} (boys'); to form the possessive of a plural noun not ending in \underline{s} , add 's (men's).

4. <u>SENTENCE TYPES</u> - Declarative sentences make a statement and end in a period. Interrogative sentences ask a question and ends with a question mark. To determine the subject of an interrogative sentence, change the sentence into a statement (declarative sentence). Imperative sentences give a command and ends with a period. Exclamatory sentences shows emotion and ends with an exclamation point.

5. <u>CONJUNCTIONS</u> - Two or more sentences are usually joined by <u>and</u>, <u>but</u>, and <u>or</u>. These words are called conjunctions or **connecting words**. The most common conjunctions (<u>and</u>, <u>but</u>, and <u>or</u>) are referred to as coordinating conjunctions. <u>But</u>, when it means "except," is a preposition, not a conjunction.

6. <u>INTERJECTIONS</u> - An interjection is a word or phrase that expresses strong emotion. An exclamation point (!) is placed after an interjection. (Yeah! Oh rats!)

7. ADJECTIVES

Adjectives modify nouns and pronouns. "To modify" means "to go over to." There are **two major types** of adjectives: **limiting** and **descriptive**.

Limiting (Determining) Adjectives (also referred to as Noun Determiners) include:

Articles: <u>A</u>, <u>an</u>, and <u>the</u>. <u>An</u> is used before words that begin with a vowel; <u>a</u> is used before words that begin with a consonant. (<u>The</u> boy is sad.) Some limiting adjectives (such as <u>a</u>, <u>an</u>, and <u>the</u>) tell how many.

Demonstratives: this, that, those, these. (Do you enjoy this food?)

Numbers: Can be used as limiting adjectives to tell how many. (Three girls went home.)

Possessive pronouns: my, his, her, your, its, our, their, whose. (My dad is here.)

Possessive nouns Show ownership. (Bob's hat flew off!

Indefinites: <u>several</u>, <u>some</u>, <u>many</u>, <u>few</u>, <u>no</u>, and <u>any</u>) can be used as limiting adjectives to tell **how many**. (<u>Some</u> people are hungry.)

There may be two determiners before a noun. (<u>His first</u> tooth came in.) There may be a determiner + a descriptive word or words before a noun. (<u>A small blue</u> candle was lit.)

Descriptive adjectives - Most adjectives are descriptive; they describe things that you can see. Descriptive adjectives often tell **what kind**. Sometimes more than one adjective are used to describe nouns (<u>a big yellow</u> balloon). An adjective may come after the verb and go back to describe the subject. (<u>That girl is sweet</u>.) Adjectives may come after a noun (or pronoun)—(Bob's bathing suit, <u>sandy</u> and <u>wet</u>, is on the bed).

When identifying adjectives, first identify any limiting adjectives and then look for any descriptive adjectives.

Proper Adjectives – These come from proper nouns (Switzerland/Swiss village, Idaho/Idaho potatoes).

Comparative Form - Adjectives can make comparisons. The **comparative form** compares two items: add <u>er</u> to most one-syllable adjectives (dumb/dumber); add <u>er</u> to some two-syllable adjectives (funny/funnier); place <u>more</u> (or <u>less</u>) before some two-syllable adjectives (loving/more loving); place <u>more</u> (or <u>less</u>) before adjectives of three or more syllables (fantastic/more fantastic); some adjectives totally change forms when comparing two items (good/better, bad/worst).

Superlative Form - The **superlative form** compares three or more items: add <u>est</u> to most one-syllable adjectives (long/longest); add <u>est</u> to some two-syllable adjectives (pretty/prettiest); place <u>most</u> (or <u>least</u>) before some two-syllable adjectives (patient/most patient); place <u>most</u> (or <u>least</u>) before adjectives of three or more syllables (delicious/most delicious); some adjectives totally change forms when comparing three or more items (good/best, bad/worst).

Review – One-syllable words ending in CVC (consonant-vowel-consonant) double the final consonant if the suffix (ending) begins with a vowel (big/bigger/biggest). One-syllable words ending in <u>e</u> drop the <u>e</u> when adding a suffix that begins with a vowel (cute/cuter/cutest). Check the dictionary to determine if a two-syllable word should add <u>er</u> (<u>est</u>). (If an adjective needs to add <u>er</u> and <u>est</u>, this will appear in the dictionary entry **shiny**—(**shin**) – **adj. shinier, shiniest**.)

8. ADVERBS

Adverbs can tell **how** someone (or something) does or did something. Most adverbs, but not all, that tell how, modify (go over to) a verb, and end in <u>ly</u>. <u>Fast</u>, <u>hard</u>, and <u>well</u> tell how but don't end in <u>ly</u>. Adverbs that tell how usually will not be part of a prepositional phrase. (He sat on the chair <u>cautiously</u>.)

Adverbs can tell **when** something happens (happened). Most of these modify a verb. Some adverbs that tell when are <u>now</u>, <u>then</u>, <u>soon</u>, <u>sooner</u>, <u>late</u>, <u>later</u>, <u>when</u>, <u>whenever</u>, <u>first</u>, <u>afterwards</u>, <u>always</u>, <u>never</u>, <u>forever</u>, <u>again</u>, <u>sometimes</u>, <u>early</u>, <u>earlier</u>, <u>daily</u>, <u>yesterday</u>, <u>today</u>, <u>tomorrow</u>, and <u>tonight</u>.

Adverbs can tell **where**. These adverbs usually modify a verb. Some adverbs that tell where are <u>here</u>, <u>there</u>, <u>where</u>, <u>nowhere</u>, <u>everywhere</u>, <u>anywhere</u>, <u>somewhere</u>, <u>home</u>, <u>in</u>, <u>out</u>, <u>inside</u>, <u>outside</u>, <u>up</u>, <u>down</u>, <u>near</u>, <u>far</u>, and <u>around</u>.

Adverbs can tell **to what extent**. Adverbs that tell to what extent may modify an adjective, an adverb, or a verb. Seven adverbs that usually tell to what extent are <u>not</u>, <u>so</u>, <u>very</u>, <u>too</u>, <u>quite</u>, <u>rather</u>, and <u>somewhat</u>. (Her teacher is <u>very</u> creative. He went <u>rather</u> slowly. I am <u>not</u> going.) There are other words such as <u>unusually</u>, <u>extremely</u>, etc.

A word may have a **noun** form, an **adjective** form, and an **adverb** form $(n - \underline{happiness}, adj - \underline{happy}, adv - \underline{happily})$. Fast and <u>hard</u> are the same in both the adjective and adverb forms. (They are <u>fast</u> runners. They run <u>fast</u>. He is a <u>hard</u> worker. He hit the ball <u>hard</u>.)

There are times when a preposition and an adverb will stand side by side. (She came <u>over</u> in the evening.) To serve as a preposition, the word must have an object. ("<u>Down the highway</u>" tells where but it isn't an adverb.)

Adverbs can make comparisons. The comparison form compares two things. When forming comparatives, add <u>er</u> to most one-syllable adverbs (fast-<u>faster</u>); add <u>more</u> before most two or more syllable adverbs (cheerfully-<u>more cheerfully</u>)—some two-syllable words add <u>er</u> (early-<u>earlier</u>)—(if dictionary doesn't say **adv. er**, use <u>more</u>); some adverbs totally change form (well/<u>better</u>). The **superlative form** compares three or more things. When forming superlatives, add <u>est</u> to most one-syllable adverbs (fast-<u>fastest</u>); add <u>most</u> before two or more syllable adverbs (cheerfully/<u>most cheerfully</u>)—some two-syllable words add <u>est</u> (early/<u>earliest</u>); some adverbs totally change form (well/<u>best</u>).

Double Negatives - The following are negative words: <u>no, not</u> (<u>n't</u>), <u>never</u>, <u>none</u>, <u>nobody</u>, and <u>nothing</u>. Never use more than one negative in the same sentence. Exception: If <u>no</u> is used to answer a question, another negative word may be used in the sentence. (<u>No</u>, I have <u>not</u> found the lost item.)

9. <u>**PRONOUNS</u>** - **Personal pronouns** - Pronouns **take the place of nouns** (Bill/<u>he</u>). **Subject** pronouns are usually the subject of a sentence. Include: <u>I</u>, <u>he</u>, <u>she</u>, <u>we</u>, <u>they</u>, <u>who</u>, <u>you</u>, and <u>it</u>. These are called **nominative** pronouns. When talking about yourself, use the pronoun <u>I</u> at or near the beginning of the sentence. When making reference to yourself and another person, use the other person's name first. **Objective** pronouns include: <u>me</u>, <u>him</u>, <u>her</u>, <u>us</u>, <u>them</u>, <u>whom</u>, <u>you</u>, and <u>it</u>. These can serve as an **object of the preposition**. An object of the preposition is the word that comes **after** a preposition (Bob went shopping with <u>him</u>.). Object pronouns can serve as a **direct object** (a d.o. receives the action of the verb). Example: Mary sees <u>her</u> often.</u>

Compound Pronouns - There can be more than one subject in a sentence and there can be more than one object in a sentence. Examples: Bill and \underline{I} went to the game. Jean sat next to Mary and <u>her</u>.

Possessive Pronouns take the place of nouns and show ownership. Include: <u>my</u>, <u>his</u>, <u>her</u>, <u>your</u>, <u>its</u>, <u>our</u>, and <u>their</u>—**these come before a noun** (**pronoun**)—and <u>mine</u>, <u>hers</u>, <u>yours</u>, <u>ours</u>, and <u>theirs</u>—**these come** after a noun (pronoun).

Possessive Pronouns – **Antecedents** - To have an antecedent, there must be a possessive pronoun. The antecedent is the noun or pronoun to which the possessive pronoun refers. (<u>Bob</u> fixed <u>his</u> car.) The possessive pronoun <u>his</u> refers back to the **antecedent** <u>Bob</u>. An antecedent will not be a word in a prepositional phrase. (The <u>girl</u> with blond hair followed <u>her</u> teacher.) Girl is the antecedent of her.

Its/It's, Your/You're, Their/There/They're - <u>Its</u> is a possessive pronoun; if you can use <u>its</u>, asks **its what?** <u>It's</u> is a contraction for "it is." <u>Your</u> is a possessive pronoun; if you can use <u>your</u>, ask **your what?** <u>You're</u> is a contraction for "you are." <u>Their</u> is a possessive pronoun; if you can use <u>their</u>, ask **their what?** <u>There</u> is an adverb telling where. <u>They're</u> is a contraction for "they are."

Interrogative Pronouns - The interrogative pronoun asks a question. Interrogative pronouns: <u>who</u>, <u>whom</u>, <u>whose</u>, <u>which</u>, and <u>what</u>. <u>Who</u> is a nominative pronoun (<u>Who</u> will help me?) <u>Whom</u> is an objective pronoun. <u>Whom</u> will serve as an object of a sentence. (To <u>whom</u> did I give the ball?) Don't end a sentence with <u>to</u>, <u>for</u>, <u>with</u>, or <u>at</u>! Use <u>whom</u> after <u>to</u>, <u>for</u>, <u>from</u>, <u>with</u>, or <u>at</u>. A direct object receives the action of a verb. <u>Whom</u> can be used as a direct object. (The ball hit <u>whom</u> on the arm?)

What, which, and whose are pronouns if they stand alone, but they serve as adjectives when they modify a noun (or pronoun) in a sentence. <u>Whose</u> is this? (Pronoun) <u>Whose</u> book is this? (Adjective).

10. **FRIENDLY LETTER** – The parts of a friendly letter include a **heading**, greeting, body, closing, and **signature**. The greeting is also called the **salutation**. Use a three-lined heading in **formal** letters. The date is often the only item used in **informal** letters. Abbreviations are not used in formal letters.

Exception: the postal code for states—these are capitalized (PA, NY, MD). Use commas: between city and state in second line of heading, after the name in the greeting, and after the closing. Capitalize: first word and name in greeting and first word of closing. The first word of each line of heading begins at the same place; the first word of each line of closing and signature begins at the same place. Envelope: return address in upper left hand corner with name on first line; house number and street name on second line; city, state, and zip code on third line; main address in center with name of person to whom letter is being sent on first line; person's house number and street name on second line; and city, state, and zip code on the third line.

11. CAPITALIZATION - Capitalize people's name (Frank); initials (T. K. Smith); titles with names (Aunt Susan); pronoun I; first word of a sentence, of a direct quotation, of a line of poetry; first word and name in a letter greeting; first word of a letter closing; names schools, colleges, hospitals, or libraries; names of stores, restaurants, and other businesses; days of the week (Sunday); months of the year (July); holidays (Memorial Day); special days (Mother's Day); special events (Senior Day); names of streets, roads, avenues, drives, lanes, highways, trails, turnpikes, and other roads; names of towns and cities (Philadelphia), states (Maryland); countries (France); names of a languages (English, French); brand names (Nike sneakers); Mother, Dad, and other words if you can insert a person's name (Did Dad buy milk?); historical events (American Revolution); first word, last word, and all important words in titles of books (do not capitalize a, an, the, and, but, or, not, or prepositions of four or less letters unless they are the first or the last word); Roman numerals, major divisions and first word of outlines; names of particular buildings (Forcey Memorial Church); canals, tunnels, roads, and bridges; names of geographic places (Atlantic Ocean); names of organizations (Boy Scouts of America); names of religions, religious denominations, religious documents; name of the Supreme Being (God); and names of churches. Do not capitalize: seasons of the year, directions (unless they are part of a place name), school subjects (unless they state a language or are numbered) foods, games, musical instruments, diseases, plants, or animals.

12. PUNCTUATION

Period (.) Put a period at the end of a declarative sentence, end of a imperative sentence, after initials (<u>M.</u> <u>R</u>. Roper), after an abbreviation for a day of the week (<u>Tues.</u>), after an abbreviation for a month (<u>Oct.</u>), after an abbreviation for a title (<u>Mr</u>./Mister), after the abbreviation for some places (<u>St.</u>-Street, <u>Rd.</u>-Road), after abbreviations such as <u>Co., A.D.</u>, <u>P.M.</u>, and after the letter(s) and number(s) in an outline.

Apostrophe (') Use an apostrophe in a contraction to show where a letter or letters are left out; to show ownership: if one item owns something, add ' + s (<u>Bob's</u> room); if a word is plural and ends in <u>s</u>, add ' after the <u>s</u> (<u>cats'</u> dish); and if a word is plural and does not end in <u>s</u>, add ' + <u>s</u> (<u>children's</u> room).

Comma (,) Use a comma to invert a name (Lincoln, Abe); after the greeting in a letter; after the closing of a letter; after three or more items in a series; after an introductory word like yes or no at the beginning of a sentence; after the person's name when speaking to someone, if the name is at the beginning of the sentence (direct address)— (Bill, I like your home.); before the person's name if the person's name is at the end of a sentence (<u>I like your home, Bill</u>.); before and after the person's name if the person is addressed in the middle of the sentence (Will you, Bill, go to the game with me?); use a comma to make a sentence clear (During the night, they like to fly around.); to set off interrupters (The house, in fact, is quite old.); put a comma at the end of most direct quotations (after the last word of the quotation or if the person who is talking is given first, after the person's name + said or asked); between the day and year in a date; between the name of a day and date; between a town or city and a state; between a city and a country; in a street address, after the street and after the city; (**don't put a comma** between the state and the zip code); and between two or more descriptive adjectives unless one is a color or a number (<u>A small, playful dog...</u>).

Colon (:), Question Mark (?), and Exclamation Point (!) - Use a **colon** between the hour and minute(s) in time, to set off lists, between chapter and verse(s) in the <u>Bible</u>, and after divisions of topics. Use a **question mark** at the end of a sentence that asks a question. Use an **exclamation point** after an exclamatory sentence—a sentence that shows strong feeling (<u>We're almost finished!</u>), and after a word or phrase that shows strong feeling—interjection (<u>wow!</u>).

Hyphen (-) - Use a **hyphen** between fractions (<u>one-half</u>), between two digit word numbers between 21 and 99 (<u>twenty-five</u>), to combine some closely related words (soon-to-be), and when dividing a word of two or more syllables at the end of a line (you must have at least two letters on the first line and three on the next line).

Underlining - Underline the name of ships, planes, and trains; the titles of books, magazines, newspapers, movies, and television shows. (You can use italics for this purpose on a computer.)

Quotation Marks - Put quotation marks around a direct quotation and titles of articles, short stories, poems, songs, and chapters.