

CAPITALIZATION, PUNCTUATION, AND GRAMMAR RULES AND EDITING MARKS

PART 01: CAPITALIZATION

Capitalization

- 1) 1st word in the sentence
- 2) 1st word in a direct dialogue (ex. He said, “**Be** quiet.”)
- 3) 1st word after interjection (ex. Wow! **Your** sister is hot!)
- 4) Title followed by a name (ex. **Lt.** Diaz; **Ms.** Artida)
- 5) Proper nouns (specific person/place/thing/idea)
- 6) Pronoun I
- 7) Proper adjective (ex. Chamorro fiesta plate; **Italian** sausage)
- 8) Abbreviated words without punctuation (ex. H, TV, COVID)

PART 02: PUNCTUATION (COMMAS - UNDERLINES)

Commas

- 1) Listing (ex. I bought pens, paper, and crayons.)
- 2) Compound sentences – more than one sentence combined with a conjunction **and**, **or**, or **but** (including **yet** and **so**)
ex. I will go in the morning, but you will stay.
- 3) Coordinate adjectives – *More than one adjective that express different ideas.*
Clue: If a conjunction can be placed between the adjectives, it more than likely needs a comma. (ex. That tall, dark man is my dad.)
- 4) Separate speaker from dialogue (ex. James said, “I love you.”)
- 5) Introductory word or phrase
ex. In the morning, I feed the chickens.
Yes, I know where she lives.
- 6) Name in a direct address
ex1. Nowell, do you understand? *The speaker is asking Nowell if he understands.*
ex2. I want, Gage, to go to sleep. *The speaker wants to sleep and is informing Gage of that fact.*
- 7) Open/close appositive – appositives give more information. It also separates city/state/sentence or separate city/country/sentence and day/month/year/sentence
ex.1: My cousin, Gloria, went home early.
ex.2: I lived in Yigo, Guam, in 1990.
ex.3: May 15, 1990, is my birthday.
- 8) Interruption (ex. Jordan, as if I didn’t know, what happened?)
- 9) Separate hundreds from thousands; thousands from millions; etc.

Other Marks

? Question Mark

Interrogative sentence – a sentence that asks a question
ex. What are you doing?

! Exclamation Point

- 1) Exclamatory sentence – a sentence that shows strong feeling
ex. What a great idea!
- 2) Interjection – a word or phrase that expresses strong feeling
ex1: Wow! I made it. ex2: Good grief! That’s gross.

⊙ Periods

- 1) Declarative sentence: a sentence that makes a statement
ex. I will see you later.
- 2) Imperative sentence: a sentence that gives a command or makes a request (the subject is always you)
ex. Don’t take that. > *You* don’t take that.
You need to call me.
- 3) End sentence (only with direct quotation) works only with sentences that has a direct quotation in which the period is placed outside the quotation marks
ex. “Write everything down,” the teacher said.
- 4) Abbv./abbreviation: the shortened form of a word
ex. Mr. Carreon is our teacher.
I am 5 ft. tall.

✓ Apostrophes

Possessive noun

- 1) Singular possessive noun – a singular (one) noun that shows ownership
ex. John’s book; woman’s club; Nicolas’s house
- 2) Plural possessive noun ending with s – plural (more than one) noun that shows ownership and ends with s
ex1. girls’ dresses – many dresses for many girls
ex2. SanNicolas’ trip – more than one person with the last name SanNicolas who went on a trip
ex3. foxes’ tails – the tails of more than one fox
- 3) Plural possessive noun ending without s – plural (more than one) noun that shows ownership and does not end with s, ch, sh, x, or z
ex. women’s waiting room, children’s department

Contraction – a shortened word; the combination of words in which apostrophe replaces the missing letter or letters (when writing the rule for contraction, be sure to identify the words being contracted- ex. it’s = it is; can’t = cannot; ‘cause – because)

~ Switch

Order- organization of subjects and ideas based on logical sequence; guest before host or speaker – ex. I and John are home.

” Quotation Marks

- 1) *Open/close a direct dialogue*
- 2) **Enclose titles of small works of art** such as poems, articles, chapters, units, acts, scenes, songs, short stories **simple rule – if it is a title that you can find in something that has a title of its own/if it goes in something, use quotations (When writing the rule for the SOD, identify what type of work the title is for)
- 3) *Sarcasm*
- 4) *Nicknames*

Underline

Title: **To enclose titles of large works of art** such as magazines, CDs, TV shows, movies, books, newspapers, journals, titles of ships, statues, paintings, musical works and plays (When writing the rule for the SOD, identify what type of work the title is for)

ex. I read a book called The Tale of Two Cities. title (book)

 / \wedge = DELETE/ADD

If \wedge , then the mark or word is touching the line.
If ∇ , then the mark or word is above the line.

Homophone: words that have the same sound but different meaning

(ex. I ~~no~~^{know} of a place we can go.)

Article Use (go by the sound; choose which rule applies)

- 1) *a* - Article followed by a consonant (Read a book for an hour.)
- 2) *an* - Article followed by a vowel (An ant and a unicorn met formally.)

Plural form: correct form of plural nouns based on spelling

ex. (wrong) The room is 5 foots. (correct) The room is 5 feet.

Double subject: more than one subject used - usually a noun followed by a pronoun.

ex. The plane it is leaving. => The plane ~~it~~ is leaving.

Double negative: two negative words used in the same sentence so that they cancel each other.

ex. (wrong) It doesn't make **no** sense. (correct) It doesn't make **any** sense.

Subject pronoun - a pronoun that appears in the subject; a pronoun that replaces the subject.

subject pronoun

object pronoun

ex. She will give it to **her**.

Object pronoun - a pronoun that appears in the predicate; a pronoun that replaces a direct object and receives the action of the verb(s). Object pronouns are also used after words such as to, in, for, and at.

Possessive pronoun - a pronoun that shows ownership and acts as an adjective

ex. They gave **mine** book to him. (wrong) They gave **my** book to him. (correct)

Enunciation/slang - how a word is said.

ex. (wrong) I **wanna** go home. (correct) I **want to** go home.

Demonstrative adjective - indicates which noun is emphasized, if the noun is singular or plural and near or far from the speaker.

ex. **Those** mountains are far. **This** book is interesting.

Subject-Verb Agreement

If the subject is singular, the verb has an *s*.

If the subject is plural, the verb has no *s*.

This rule does not apply if the subject is *you* or *I*.

***This rule does not work in cases of *did*, *can*,

example

He / is nice.

They / are nice.

You / are nice. (or) I / am nice.

should, could, will, and shall.

Irregular verb - a verb that does not end with "-ed" or "-d" to form the simple past tense or past participle of a word (ex. swam/ran/made).

Regular verb - a verb that ends with "-d" or "-ed" to form the simple past tense (ex. talked/played/hoped).

Tense usage - a word that expresses an action at a specific time (past, present, future, past perfect, present perfect, and future perfect tenses.)

Comparative - comparison between two people or things and uses -er

ex1: I am **bigger** than Joey. (compares the speaker and Joey)

Superlative - comparison of more than two people or things and uses -est

ex1: Jesse is the **tallest** person in class. (compares Jesse with all the students in class)

Fragment - does not have a subject, predicate or both/ unfinished sentence

ex: She left. ~~Before~~ he came home.

Spelling - how letters are put together to create a word

LOWER CASE

- 1) NOT 1st word in the sentence
- 2) NOT proper noun (specific person/place/ thing / idea)
- 3) NOT proper adjective (ex. We invited the Principal to our class.)
- 4) NOT 1st word in a direct dialogue

ex. "Everyone," Ms. Artida said, "Be quiet."

CLOSE UP - one word (ex. night^{time})

ex.: m s a r t i d a s a i d t h i s i s a e x a m p l e o f
u s i n g p r o o f r e a d e r s m a r k s

1. 1st word in the sentence/ title followed by name
2. abbrev.
3. proper noun (sp. person)
4. separate speaker from dialogue
5. open a direct dialogue
6. 1st word in the sentence -1st word in direct dialogue
article followed by a vowel
7. singular possessive noun
8. possessive noun
9. declarative sentence
10. close a direct dialogue

How to correct marks in the sentence and the rules when grading.

- If the mark or rule is incorrect, put in the correct mark or rule using a different color ink.
- If there is a mark not needed, use \emptyset mark to show it shouldn't be there. You can only count this kind of error once.
- You need to write down all the rules that apply.
- If a rule is missing, insert the rule in the correct area and continue the order.