

Capitalization and Punctuation

Grades 1-3

Written by Ruth Solski
Illustrated by S&S Learning Materials

ISBN 1-55035-728-X

Copyright 2002

Revised January 2006

All Rights Reserved * Printed in Canada

Permission to Reproduce

Permission is granted to the individual teacher who purchases one copy of this book to reproduce the student activity material for use in his/her classroom only. Reproduction of these materials for an entire school or for a school system, or for other colleagues or for commercial sale is **strictly prohibited**. No part of this publication may be transmitted in any form or by any means, electronic, mechanical, recording or otherwise without the prior written permission of the publisher. "We acknowledge the financial support of the Government of Canada through the Book Publishing Industry Development program for our publishing activities."

Published in the United States by:
On the Mark Press
3909 Witmer Road PMB 175
Niagara Falls, New York
14305
www.onthemarkpress.com

© On the Mark Press • S&S Learning Materials

Published in Canada by:
S&S Learning Materials
15 Dairy Avenue
Napanee, Ontario
K7R 1M4
www.sslearning.com

OTM-2507 • SSY1-07 Capitalization and
Punctuation

Capitalization Rules For Parents and Teachers

Use capital letters in each of these places:

1. For the names of people and pets, the titles and initials of people and the word "I".

Examples:

Mr. George S. Brown

Walter the Wonder Dog

R.M. Solski

King Henry VIII

2. For the names of the months, days and holidays.

Examples:

Valentine's Day is celebrated on **February 14th** every year.

3. For the names of countries, provinces or states, cities, towns, mountains, rivers, lakes, oceans and important places.

Examples:

My aunt lives in **New York City**.

Last summer we visited the **Rocky Mountains** on the west coast.

The **Atlantic** and **Pacific Oceans** have salty water.

I went to **Disney World** with my parents.

4. For the names of particular streets, avenues, roads and buildings.

Examples:

My school is located on **Bennett Road**.

The baseball game will be played at **St. Frances Public School** on **Dairy Avenue**.

My address is 73 **Dundas Street**, **Ontario**, **California**.

I will meet you at the **Memorial Center** at four o'clock.

5. For the first word of each sentence.

Examples:

We must work carefully while writing sentences. **A** sentence begins with a capital letter.

6. For the first word of the speaker in a quotation.

Examples:

Benny replied, "It was just an accident. **H**is mother said, "Will you try to be more careful?"

7. For the first word in a greeting or closing of a letter.

Examples:

Dear G randma, Dear S ir,	Your loving grandson, Yours truly,
--	---------------------------------------

8. For the first word and all important words in the titles of books, stories and poems.

Examples:

I have just read the book called "**T**he **L**ord of the **R**ings". My favorite poem is called "**T**he **N**ight **B**efore **C**hristmas."

9. For the first word in each line of poetry.

Examples:

As I walked across the fluffy snow
I spotted a jerky winding trail
An animal's zigzag marks in a row
Left by a creature with a soft white tail.

10. For words referring to brand names of products, or proper names of newspapers.

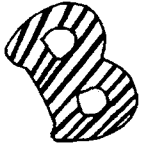
Examples:

C hevrolet	P epsi	L os A ngeles T imes
F ord	M aytag	C hicago T ribune
C oke	F errari	

USING CAPITAL LETTERS



Remember to use capital letters at the beginning of the names of **people, poets, titles, peoples' initials** and the word "I".



Examples:

Charlie **B**rown, **R**over, King **H**enry VII, **D**r. **T.S.** **G**reen, **I**



On the lines provided, copy each sentence and put in the missing capital letters.



1. terry and anna live in an old brick house.



2. mary read a story called "the fox and the grapes".



3. harry and elizabeth went to see dr. j.p. scott for their yearly checkup.



4. queen elizabeth II lives in a place called buckingham palace.



5. i have a dog named felix and a cat named charlie.



6. mr. and mrs. miller walk to the park every day with their granddaughter emma.



Skill: Using capital letters on names, initials and the word "I".