

# 1 Correct Sentences

- Begin every sentence with a capital letter.
- Use a period to end a declarative sentence or an imperative sentence.
- Use a question mark to end an interrogative sentence.
- Use an exclamation point to end an exclamatory sentence.

Declarative sentence	I visit the park often.
Imperative sentence	Come with me today.
Interrogative sentence	Do you like it?
Exclamatory sentence	What a beautiful park it is!



Write each sentence correctly, adding capital letters and end marks. Separate any run-on sentences. The numbers in parentheses tell the number of sentences.

**Example:** goldfish are my favorite pets (1)

Goldfish are my favorite pets.

1. are we going across that bridge (1)

\_\_\_\_\_

2. please turn onto that path do you see the goldfish in the pond (2)

\_\_\_\_\_

3. there's a huge one some goldfish grow to be over a foot long (2)

\_\_\_\_\_

4. how big that is please tell me more (2)

\_\_\_\_\_

5. most goldfish can live as long as fifteen years (1)

\_\_\_\_\_

6. what interesting fish these are do you know more facts (2)

\_\_\_\_\_

7. goldfish were first found in China (1)

\_\_\_\_\_

8. how did they ever get to North America (1)

\_\_\_\_\_

## 2 Proper Nouns and Adjectives

- Capitalize proper nouns and proper adjectives.  
Tanya Owens was wearing a Mexican shirt.
- If a proper noun is two words, capitalize both words.  
If a proper noun is three or more words, capitalize each important word.  
We visited the Statue of Liberty on Memorial Day.
- Capitalize both words if a proper adjective is two words.  
We ate at a South American restaurant.



Rewrite each sentence, capitalizing the underlined proper nouns and proper adjectives.

**Example:** Once, only native americans lived on the atlantic coast.

**Once, only Native Americans lived on the Atlantic coast.**

1. In 1624, dutch settlers founded a city on manhattan island.  
\_\_\_\_\_
2. Today that city, new york, is the largest in the united states.  
\_\_\_\_\_
3. My cousin, marta ortiz, and I visited the city in september.  
\_\_\_\_\_
4. On friday, we visited the lincoln center for the performing arts.  
\_\_\_\_\_
5. The metropolitan opera and the new york city ballet perform there.  
\_\_\_\_\_
6. That labor day weekend, renee fleming was starring in an opera.  
\_\_\_\_\_
7. After our tour, we ate at an italian restaurant.  
\_\_\_\_\_
8. On saturday, we visited some chinese markets.  
\_\_\_\_\_

# 3 Commas in a Series

- A series is a list of three or more items in a sentence.
- Use commas to separate the items in a series. Put a comma after each item except the last one.
- Use *and* or *or* before the last item in a series.

Our neighbors, our friends, and our relatives came to the concert.

They whistled, applauded, or cheered.



Rewrite each sentence, adding commas where they are needed.

**Example:** This is a good cheerful and pleasant piece of music.

This is a good, cheerful, and pleasant piece of music.

1. Tina sings dances and plays the piano.

\_\_\_\_\_

2. She practices after school on weekends and during vacations.

\_\_\_\_\_

3. Dennis Tina Perry Sheila and Marie have started a music group.

\_\_\_\_\_

4. They play happy sad or funny tunes.

\_\_\_\_\_

5. Sheila's brass trumpet is new bright and loud.

\_\_\_\_\_

6. Perry writes songs plays the drums and whistles.

\_\_\_\_\_

7. Marie manages the group plays lead guitar and sings.

\_\_\_\_\_

8. The group meets in the gym in the auditorium or at Tina's house.

\_\_\_\_\_

# Writing Sentences with Commas

- Use a series to combine two or three sentences into one smooth, elaborated sentence that tells more.
- The series can consist of single words or of phrases.

Several sentences

The Amazing Bobo plays the cymbals with his paws.  
He plays a drum with his tail.  
He plays a harmonica with his mouth.

Combined sentence

The Amazing Bobo plays the cymbals with his paws, a drum with his tail, and a harmonica with his mouth.

**Combining Sentences with a Series of Words or Phrases** Combine each set of sentences to make a series.

**Example:** Kevin ate turkey for dinner. He ate mashed potatoes for dinner. Kevin ate green beans for dinner.

Kevin ate turkey, mashed potatoes, and green beans for dinner.

## Revising

1. Diana goes to piano lessons on Mondays. She goes to dance class on Tuesdays. She goes to soccer practice on Wednesdays.

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2. The jukebox has music from the 70s. It has a section of music from the 80s. The jukebox also has music from the 90s.

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3. At the museum we saw a Vietnamese mouth organ. We saw a large Japanese drum. We also saw old military drums from France.

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4. Our class likes to have spelling contests. We like to read to younger children. We also like to take field trips.

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(continued)

## Writing Sentences with Commas (continued from page 51)

- Combine related sentences in a series using commas and a conjunction.
- Remember to choose conjunctions that fit the meaning of your sentences, such as *and* and *or*.



Several sentences	Mia likes the piano music of Schubert. Will likes Beethoven. Dan likes Bach.
Combined sentence	Mia likes the piano music of Schubert, Will likes Beethoven, and Dan likes Bach.

**Combining Whole Sentences in a Series** Combine sentences to form a series. Choose conjunctions that fit the meaning of your sentences, such as *and* and *or*.

**Example:** My dad's favorite sport is golf. My mom's favorite hobby is gardening.  
My sister's favorite activity is shopping.

**My dad's favorite sport is golf, my mom's favorite hobby is gardening, and my sister's favorite activity is shopping.**

### Revising

5. My mother plays piano. My father is a dancer. My sister sings in the chorus.

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6. Steve attended a concert. Joe watched a play. Phil saw a movie.

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7. Mom went to Carnegie Hall. Dad went dancing at Roseland. My brother saw a Broadway show.

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8. I might sign up for guitar club. My sister might audition for the drama club. We both might try out for the basketball team.

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# 4 More Uses for Commas

- **Introductory words** are words such as *yes, no, oh, and well* when they begin a sentence. Use a comma after these words.

Well, what did you make for the mural?

Oh, I made the trees.

- A **noun in direct address** is the name of a person who is spoken to. Use commas to set off a noun in direct address.

Kevin, your barn looks great! Do you really think so, Lily?

I do, Kevin, and everyone agrees with me.



Rewrite each sentence, adding commas where they are needed. The introductory words and nouns in direct address are underlined to help you.

**Example:** Will you help me draw a barn Kevin?

Will you help me draw a barn, Kevin?

1. Virginia do you think that you will finish the mural today?

\_\_\_\_\_

2. We will Mr. Valdez if Nick may help.

\_\_\_\_\_

3. Well that can be arranged.

\_\_\_\_\_

4. Are you ready to paint the bridges Virginia?

\_\_\_\_\_

5. Yes Yuki has mixed the paint already.

\_\_\_\_\_

6. Oh did you give the paintbrush to Yuki?

\_\_\_\_\_

7. No Mr. Valdez I couldn't find it.

\_\_\_\_\_

8. Oh Virginia here it is!

\_\_\_\_\_

# Writing Sentences with Commas

- A phrase, or group of words, that begins a sentence is called an **introductory phrase**.
- Vary sentence length by using introductory phrases to combine sentences.
- Set off introductory phrases with a comma.



Two sentences

The cookies are cooling on the windowsill.  
The cookies attract the neighborhood children.

Combined sentence

Cooling on the windowsill, the cookies attract the neighborhood children.



**Combining Sentences: Introductory Groups of Words** Combine each pair of sentences by changing one sentence into an introductory phrase.

**Example:** Sam was browsing in the party store. She found the prettiest invitations.

Browsing in the party store, Sam found the prettiest invitations.

## Revising

1. Sam was planning a dinner party. Sam made a shopping list.  
\_\_\_\_\_
2. Sam was expecting her brother to help. Sam asked him to clean the kitchen.  
\_\_\_\_\_
3. He was vacuuming the living room. He told her not to worry.  
\_\_\_\_\_
4. Sam was carrying the groceries into the house. She tripped over the vacuum cord.  
\_\_\_\_\_  
\_\_\_\_\_
5. Sam was calling her guests from the hospital emergency room. She postponed her party.  
\_\_\_\_\_  
\_\_\_\_\_

(continued)

## Writing Sentences with Commas (continued from page 54)

- Use a subordinating conjunction to combine two related sentences.
- Subordinating conjunctions help show the relationship between the sentences.

Two sentences

Combined sentence

Sam broke her arm. The dinner party was postponed.  
**Because Sam broke her arm, the dinner party was postponed.**

### Common Subordinating Conjunctions

after	as	before	since	when
although	because	if	until	while

**Combining Sentences: Introductory Groups of Words** Help Sam's brother write Sam a note. Combine each set of related sentences, using a subordinating conjunction from the box that fits the meaning.

**Example:** I feel awful about what happened. I want to help.

**Because I feel awful about what happened, I want to help.**

### Revising

6. It was my fault. I will cook dinner until your arm heals.

\_\_\_\_\_

7. I will clean up the mess. I hope you will let me come visit you.

\_\_\_\_\_

8. You can't drive now. I will drive you to work every day.

\_\_\_\_\_

9. I will visit you tomorrow evening. I will bring pizza.

\_\_\_\_\_

10. I hope your arm heals quickly. I hope your sense of humor heals even faster.

\_\_\_\_\_

\_\_\_\_\_



# 5 Interjections

- An interjection is a word or words that show feeling.
- Use an exclamation point or a comma after an interjection.

**Wow!** This lighthouse is amazing!  
**Well,** it seems scary to me.



Rewrite each sentence, adding punctuation where it is needed.  
 The interjections are underlined to help you.

**Example:** Hey The lighthouse keeper is waving to us.  
Hey! The lighthouse keeper is waving to us.

1. Well he's inviting us to tour the lighthouse.  
 \_\_\_\_\_
2. Oh no Look at all of those stairs!  
 \_\_\_\_\_
3. Whew This is great exercise!  
 \_\_\_\_\_
4. Ah the view is beautiful from up here!  
 \_\_\_\_\_
5. Ouch Foghorns are louder than I realized.  
 \_\_\_\_\_
6. Good grief How would you feel alone in here on a stormy night?  
 \_\_\_\_\_
7. Oh please don't scare me!  
 \_\_\_\_\_
8. Wow Imagine how important lighthouses are to lost boats.  
 \_\_\_\_\_

# 6 Quotations

- A direct quotation gives a speaker's exact words.
- Set off a quotation with quotation marks. Begin each quotation with a capital letter. Place end punctuation inside the quotation marks. Use commas to separate most quotations from the rest of the sentence.



"My sister knows many riddles," said Sally.

Sally asked, "Do you want to hear one?"

"Have you heard," said Sally, "the one about the firefighter?"

"Yes, I have," Sam replied. "That's an old one!"

Rewrite each sentence, adding the correct punctuation and capital letters. The direct quotations are underlined to help you.

Example: Sally said please tell me some riddles

Sally said, "Please tell me some riddles."

1. Sally asked do you know any good riddles

\_\_\_\_\_

2. Sam asked what do you always overlook, even if you are smart

\_\_\_\_\_

3. gosh replied Sally that's much too hard

\_\_\_\_\_

4. it's your own nose exclaimed Sam

\_\_\_\_\_

5. I have one for you said Sally see if you can guess it

\_\_\_\_\_

6. what time is it when an elephant sits on your clock she asked

\_\_\_\_\_

7. I've heard that one before said Sam but I can't remember it

\_\_\_\_\_

8. Sally explained it's time to get a new clock

\_\_\_\_\_

# 7 Abbreviations

- An abbreviation is a shortened form of a word.
- An abbreviation usually begins with a capital letter and ends with a period.



<b>Titles</b>	Mister	Mr.	Doctor	Dr.
<b>Businesses</b>	Company	Co.	Incorporated	Inc.
<b>Days</b>	Monday	Mon.	Saturday	Sat.
<b>Months</b>	January	Jan.	October	Oct.
<b>Addresses</b>	Avenue	Ave.	Route	Rte.
<b>States</b>	Texas	TX	Michigan	MI
<b>Initials</b>	Jan Baker	J.B.	Roberto Martinez	R.M.

Write these phrases, using the correct abbreviations and initials for the underlined words.

Example: Friday, December 19, 1902

Fri., Dec. 19, 1902

1. Alan Poster Junior
2. Wednesday, August 13, 1969
3. Eustis, Florida 32726
4. The Eppley Corporation
5. 717 Aldis Avenue
6. February 22, 2002
7. Staunton, Virginia 24401
8. Apartment 12D
9. Route 222
10. Mister John Whiteside Senior
11. Doctor Anita Sanchez
12. Post Office Box 79
13. Monday, January 11
14. Barbara Jean Tompkins
15. Chang, Incorporated

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# 8 Titles

- Capitalize the first, last, and all important words in a title.
- Underline the titles of books, magazines, newspapers, and movies.
- Put quotation marks around the titles of short stories, songs, articles, book chapters, and most poems.



Little House in the Big Woods

"Casey at the Bat"

Write each title correctly.

Example: the summer of the swans (*book*)

The Summer of the Swans

1. the daily journal (*newspaper*)
2. school sports (*article*)
3. the prince and the pauper (*book*)
4. mr. mom (*movie*)
5. a morning at school (*poem*)
6. the monkey's paw (*short story*)
7. the black stallion (*movie*)
8. take me out to the ball game (*song*)
9. the oakville news (*newspaper*)
10. all of the news (*magazine*)
11. your world (*chapter*)
12. a dream for addie (*book*)
13. kitchen crafts (*article*)
14. send in the clowns (*song*)
15. san francisco examiner (*newspaper*)
16. the owl and the pussycat (*poem*)

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