Caps and Marks

Sometimes writers may forget to capitalize a word or add a punctuation mark. If a word needs a capital letter, underline the letter that needs to be capitalized three times. If a sentence is missing a punctuation mark, add the correct punctuation mark or use the copy editing symbol for a period.

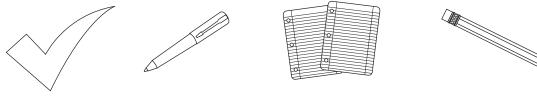
Capitalization Reminders:

- Capitalize names and titles
- Capitalize the first word in each sentence
- Capitalize names of specific places, events, and month
- Capitalize the titles of books

Punctuation Reminders:

- Use a question mark in an asking sentence
- Use a period to tell
- Use an exclamation mark to show strong emotion

Example: John and his family went to <u>fl</u>orida for their vacation •





- 1. Jessica asked mr. jones if the class had any homework.
- 2. My favorite book is the very hungry caterpillar
- 3. Where is that island located
- 4. On the fourth of july our family went to a fireworks show
- 5. pineview elementary begins the school year in september
- 6. did you hear the thunder outside
- 7. The class took a trip to charleston, south carolina.
- 8. When my sister was sick, my mom took her to dr. wilson
- 9. robby and mark went down to the river so that they could go fishing.
- 10. have you ever been to montana