

TIPS FOR TEACHERS

CAPITALIZATION & PUNCTUATION



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SKILL OVERVIEW: Capitalization and punctuation rules

Written communication, even for the most skilled authors, is a complex, constant quest. The more one learns about writing and language, the more the self-challenge intensifies. For this reason, school programs should provide explicit writing instruction along with abundant writing experiences. Not only do students learn to write through writing, the process enhances understanding of written language and improves overall knowledge.

Students have been taught capitalization and punctuation rules since early grades, yet they tend to be careless in their application, or they do not fully understand all aspects of the rules. Often instruction is so random that skills are not solidified. Additionally, students forget the rules in time due to inadequate review or practice. For this reason, using charts to review the rules and then posting them not only helps students to remember the rules, it lets them know that you expect application in written work.

READING MANIPULATIVES PRODUCT: Capitalization/Punctuation A & B

PEOPLE – NAMES & INITIALS: CAP-1A

Martha Washington	George W. Bush	Albert Einstein	J. K. Rowling
William Shakespeare	F. D. Roosevelt	Ella Presley	Harry Potter

Names given to ANIMALS are also capitalized. – Snoopy (dog), Bugs Bunny (rabbit), Tweety (bird)

Number a paper from 1-10. Find the names or initials in each sentence that need to be capitalized. Write them correctly on your paper.

- charles schultz based his charlie brown character on his own childhood.
- An Indian named javier pereira from Columbia, South America, died in 1955 at the age of 166.
- samuel d. riddle left nearly \$4 million in his will to maintain the grave of his racehorse, man o' war.
- president william h. harrison caught cold on his inauguration day and died 30 days later.
- When bugs bunny first appeared in 1935, he was called happy rabbit.

10 SENTENCES

Write all words from the following paragraph that need capital letters on your paper. Be on the lookout for peoples names and initials. Check your work.

laurie and rob roberts were rafting on the Colorado River with their Labrador retrievers. bo was full-grown and dutches was a puppy. the swift current flipped the raft. laurie and bo were trapped under it. finally, bo was able to escape. he dove back under the raft and pulled laurie out by her hair. she then grabbed on to bo's tail and let him pull her to shore.

PARAGRAPH

Write 3 sentences that contain names and initials of people.

HYPHENS – In two or more words joined to form an adjective PUN-20b

John Glenn, the first American to orbit Earth, was 77 years old when he returned to space. (77 and old describes years)

The first American to orbit Earth, 77-year-old John Glenn, returned to space after 36 years. (77-year-old describes John Glenn)

A mole can dig a 300-foot-long tunnel in one night. (300-foot-long describes tunnel)

Find all the words that need to be capitalized and write them correctly on your paper. If a punctuation mark needs to be added, write the word preceding the punctuation mark on your paper, followed by the punctuation mark.

- russian born vladimir horowitz, who became a u.s. citizen in 1944, was one of the world's greatest classical pianists
- sixty-three years after he first performed there, ninety-four year old george burns performed at proctor's theater in schenectady, new york
- martin miller was working as a full time lobbyist for senior citizens when he was 57 years old
- dr. benjamin spoon, author of the best selling book for parents, was arrested in a world peace demonstration when he was 83

PUNCTUATION B (FRONT/BACK)

PUN-20a

manism began to crumble

er led to the discovery of this

h in the 1700s

- two tons of water are required to grow enough wheat for a one pound loaf of bread
- actress marlene dietrich ate sardine and onion sandwiches on rye bread to lull herself to sleep
- when a woman reaches her peak strength at about age 25, she has the same muscle power as a 60 year old man of the same size

Find all the words that need to be capitalized and write them correctly on your paper. If a punctuation mark needs to be added, write the word preceding the punctuation mark on your paper, followed by the punctuation mark.

russian yuliy voryobeyeva received a 398 volt shock while driving a crane in 1978. the 37 year old woman was pronounced dead, but later she regained consciousness during an autopsy. yuliy did not sleep for 6 months, and then she slept for a long time. when she awoke, yuliy could see right through people. a hospital tried her to use her X ray vision to diagnose rare illnesses.

Complete card sets review and drill all capitalization and punctuation rules.

There are 18 double-sided cards per capitalization level. Each starts by summarizing a category of words that are capitalized. Students must find the words needing capitals in the 10 sentences and write them correctly on a sheet of paper. The final lesson activity is a paragraph to correct. In level A, the words needing to be capitalized are either examples of the card topic or the first word in the sentence. In level B, no words in the paragraph will be capitalized, so all rules must be considered.

Punctuation cards also begin with a usage summary and examples. Level A contains 18 double-sided cards and covers end-of-sentence punctuation, periods, apostrophes, commas, quotation marks, and colons. Level B has 24 double-sided cards that include all of the above, plus hyphens, semicolons, and parentheses. All capitalization cards must be completed prior to starting punctuation cards. There are no capitals on these cards. Students correct the capitalization, as well as adding punctuation (related to the card topic). Level A contains 10 sentences. Level B has 10 sentences followed by a paragraph.

Facts and trivia make the cards more interesting.

CAPITALIZATION/PUNCTUATION A	380	\$45
CAPITALIZATION/PUNCTUATION B	385	\$52

MAKING MATERIALS: Capitalization and punctuation charts

1. The charts are broken into 4 PDF files (2 for capitalization, 2 for punctuation). Print each file on a different color of cover stock. Capitalization files require 6 sheets each; punctuation files require 8 and 9 sheets.
 2. After printing, cut each sheet into 2 horizontal charts; laminate cards.
 3. Use the codes in the lower right corner of each card to compile the charts (C-# for capitalization, P-# for punctuation). Arrange the cards for capitalization (1–24) and punctuation (1–34) in order. Colors will rotate (odd numbers one color, even the other color) to make the rules more readable.
 4. Use 2 to 3 strips of tape on the backs to hold the cards of the accordion together. Leave enough space between the cards for them to be folded for storage.
 5. The cards can be grouped into sets in order to fit your wall space. Punctuation charts should be grouped by punctuation marks. Place the card with the mark name at the top, followed by the rules for that mark.
- ** *Punctuation charts 25–34 cover hyphens, semicolons, colons, and parentheses. These concepts are not addressed in Reading Manipulatives Capitalization/Punctuation A skills cards. If you purchased the level A cards or these charts cover concepts that are too advanced for your students, do not put them up.*

UTILIZATION: Reviewing the rules and posting charts

These readable, accordion-style wall charts summarize the capitalization and punctuation rules. They correlate to Reading Manipulatives Capitalization/Punctuation A & B skills cards, but can be used independently.

In order to make the charts as readable as possible from various vantage points in a classroom, the text in both the rules and examples is quite abbreviated. If teachers discuss the rule cards as they are introduced and posted, students understand them and will more likely cross reference the charts as needed.

Consider posting charts in stages after mini-lessons related rules. Correlating them to lessons helps students to reference the charts as needed. There are so many rules and charts that students may not be efficient at finding what they need if they have not been familiarized with them in stages.

Charts also demonstrate that these skills are valued and expected. It is easier to demand that students use proper capitalization and punctuation if they have reminders of the rules readily available.

STUDENT AIDS: Capitalization and punctuation

In addition to these wall charts, in the Student Aids section of the Reading Manipulatives site are sheets that summarize capitalization and punctuation rules. Once the rules are reviewed, give students a copy of each sheet to refer to when writing. They can be put back to back in a plastic sleeve and kept in their notebooks or writing folders.

USE CAPITALS FOR:

FIRST WORD IN SENTENCE

Sentences start with capital letters.
Will you always remember this?

NAMES & INITIALS

Susan **B.** Anthony Anne **F.** Frank
George **W.** Bush Donald **D.** Duck

TITLES

President Lincoln Dr. Wong
Mr. P. Jones, Jr. Queen Mary

I (pronoun)

I have to meet Pam after school.
Did you know that I won a prize?

NAMES for RELATIVES

I don't want Mom to see my sister.
(used as a name *without* a modifier)

ORGANIZATIONS & GROUPS

U. S. Air Force Girl Scouts
Denver Broncos the Beatles

NATIONALITIES (or origin)

American Texan European
French toast (*nouns or adjectives*)

RACIAL & RELIGIOUS

Caucasian Asian Latino
Catholic Buddhist Jew

RELIGIONS & GOD

Christianity Islam Judaism
Holy Spirit Allah Jehovah

DAYS & MONTHS

Sunday Wednesday Monday
July November April

HOLIDAYS

New Year's Day Christmas
Cinco de Mayo Kwanzaa

SPECIFIC THINGS

Kitty Hawk Pulitzer Prize
Liberty Bell Stanley Cup

CITIES, STATES, NATIONS

Phoenix Honolulu London
Arizona Hawaii England

CONTINENTS & PLANETS

Africa North America Jupiter
Earth (*not the earth referring to land*)

BUILDING & PLACE NAMES

White House Statue of Liberty
Grand Canyon Central Park

WATER & LAND NAMES

Pacific Ocean Mississippi River
Death Valley Rocky Mountains

REGIONS

Much of the Southwest is desert.
(*not compass directions or adjectives*)

COMPANIES & BRANDS

Apple General Mills
Macintosh Cheerios

PLACES OF BUSINESS

Olive Garden Target
Mall of the Americas Sears

EVENT NAMES

Civil War Information Age
Mardi Gras Boston Tea Party

FIRST WORD—POETRY LINE

I think that I will never see
A poem as lovely as a tree.

PRINTED MATERIALS

The Wizard of Oz Old Yeller
Wall Street Journal Newsweek

ENTERTAINMENT WORKS

Sixty Minutes Silent Night
Sound of Music Titanic