

## Grammar and Mechanics Rules

### Capitalization:

- First Word in a Sentence
- The pronoun "I"
- Title Used with the Last Name of a Person
- Letter Opening-the First, Last, and All Important Words
- First Word in a Letter Closing
- The Title of a Written Work- the First, Last, and All Important Words
- Proper Nouns- Certain Person, Certain Place, Certain Thing, Holidays, Days of the Week, and Months
- First Word in a Direct Quotation

### Punctuation:

- Period- Telling sentence
- Abbreviations
- Question-Asking Sentence
- Exclamation Mark- Sentence with Strong Emotion

### Comma

- Between Words in a Series
- After the Letter Opening
- After the Letter Closing
- Between the Date and Year
- Between the City and State
- Before a Direct Quotation
- In a Compound Sentence

### Apostrophe:

- In Contractions
- In Singular Possessives
- In Plural Possessives

## **GRAMMAR RULES**

- 1. Every sentence should start with a capital and end with punctuation.**
- 2. Sentences are punctuated with a punctuation mark: a period, exclamation or question mark.**
- 3. Capitalize names and places**
- 4. Paragraphs need to be indented.**
- 5. Use a comma to separate items in a series and when combining sentences with one of the conjunctions.**
- 6. A noun/subject is a person, place or thing and a verb/predicate is an action word. There should be at least one noun and one verb in every sentence.**