

GRAMMAR & MECHANICS RULES

CAPITALIZATION RULE:

First word of every sentence

The pronoun "I"

Names of people including initials and titles

Names of streets, towns, cities, states, and countries

Titles of stories, movies, TV shows, video games, etc

Names of specific buildings and monuments

Days of the week, month, and holidays

The first word of a direct quotation

COMMAS RULE:

Between city and state

Between the date and year

The greeting and closing of a letter

Two adjectives that tell about the same noun

Between words in a series

Before a direct quotation

After a short introductory phrase

In a compound sentence

PUNCTUATION RULE:

Period at the end of a telling sentence

Question mark at the end of an asking sentence

Exclamation point after a sentence that expresses strong feelings

Colon after a salutation or sometimes a list

Semicolon to join complete sentences that are related to each other

Parentheses to enclose parts of a sentence that might be omitted

Apostrophe to show ownerships or in place of letters omitted in a contraction

Quotation marks to enclose the exact words spoken by a person

PLURAL NOUNS RULE:

Add s to form the plural of most nouns

Add es to nouns that end in ch, sh, s, x, or z

For nouns that end in y with a consonant before the y, change the y to i and add es

For nouns that end in y with a vowel before the y, just add s