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|--|---|
| <b>Name (in Romaji):</b>                                     | → |
| <b>Student Number:</b>                                       | → |
| <b>Class Day + Period</b><br>(examples: Monday 2, Friday 3): | → |

## Capital Letters and Punctuation

Sentences in a paragraph (1) start with a capital letter and (2) end with a period, question mark, or exclamation point.

→ Note: exclamation points are not common in academic writing.

→ Note: questions are very rare in academic English writing. It is not a good idea to ask the reader questions because it looks like you do not know the subject of your writing (plus: the reader cannot answer you).

▲ ▲ ▲ Read the following sentences and capitalize the words correctly.

1. my sister mary arrived yesterday from los angeles.
2. i wanted to study french but decided to study german instead.
3. tom and i are having a great time in new dehli, india.
4. last month i rented a car and drove up the coast of california.
5. the tallest mountain in japan is mount fuji.
6. our school has brazillian, austrian, and chinese foreign students.

▲ ▲ ▲ Make complete sentences with correct capitalization and punctuation using the words provided.

- |                                |                                   |
|--------------------------------|-----------------------------------|
| 1. after school                | 4. graduated in may               |
| 2. the man in the striped suit | 5. is going shopping this weekend |
| 3. at 3:00 in the afternoon    | 6. listened to professor          |

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**Comma rules****Rule #1: Put a comma after time-order transition expressions (except then).**

- First, put four cups of rice into a pan.
- After that, fold the paper in half again.
- Before an earthquake, collect emergency supplies.

**Rule #2: Use a comma after the first part of a compound sentence.**

- Young children can help with housework, and older children can watch the younger children.
- You can go to the store now, or you can go to the store tomorrow.
- Cook the steak over high heat for six minutes, but do not let it burn.

**Rule #3: Use a comma to separate items in a series. A series is three or more things. These may be words or phrases.**

- One dog, one cat, two goldfish, three birds, and four people live at our house.
- Every morning I get up early, run two miles, take a shower, eat breakfast, and go to school.
- Turn left at the stoplight, go one block, and turn right.

*NOTE 1: Some people omit the last comma in a list. It is recommended that you use all the commas because they make the meaning clearer.*

Example: \* We invited the children, Tom Cruise and Taylor Swift.  
              \* We invited the children, Tom Cruise, and Taylor Swift.

*NOTE 2: Do not use a comma if a list has only two items.*



▲ ▲ ▲ Add commas where necessary in the following paragraph. Not all sentences need them.

***My Brother, the Sports Fan***

*My brother is a sports fan. His favorite sports are golf tennis skiing and swimming. He skis in the winter swims in the summer and plays golf during the spring summer and fall. He also watches baseball and football games on TV. His bedroom looks like a used sporting goods store. There are skis tennis racquets golf clubs footballs basketballs tennis balls soccer balls a bicycle and weights. You often cannot see his bed his desk or sometimes even him.*

▲ ▲ ▲ Complete the sentences to practice the “items in a series” comma rule.

Write a sentence that ...

1. ... tells three kinds of food you like. (Use *and* before the last item.)
2. ... tells three kinds of food you do not like. (Use *or* before the last item.)
3. ... tells three places you might go on your honeymoon. (Use *or* before the last item.)
4. ... lists six useful items to take on a hike. (Use *and* before the last item.)
5. ... names two animals that do not get along with each other. (Use *and*.)
6. ... tells three things you do every morning. (Use *and*.)

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**Final Notes**

Be sure to use **only English punctuation** in English writing. The following are NOT English:

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半角スペース

全角スペース

