

UNIT 6 CAPITALIZATION, PUNCTUATION, AND SPELLING

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(See page ii for the student access code.)

- Interactive Quiz for Every Lesson
- Extra Practice for Every Lesson
- Proofreading Worksheets for Every Unit

Lesson 42: Writing Sentences Correctly

LEARN

- When you write, you must show where each sentence begins and ends.

Begin every sentence with a capital letter, and end every sentence with a punctuation mark. The end punctuation you use depends on the kind of sentence you write.

- End a declarative sentence with a **period (.)**.
About a million earthquakes occur each year.
- End an interrogative sentence with a **question mark (?)**.
Are there really that many?
- End an exclamatory sentence with an **exclamation mark (!)**.
What a huge number that is!
- End an imperative sentence with a **period (.)**.
Read this article about earthquakes.



Scientist installing part of an earthquake warning system

- When you rewrite a run-on sentence as two separate sentences, be sure to use capital letters and end punctuation marks correctly.

RUN-ON Can earthquakes be predicted scientists are working on a warning system.

CORRECTED SENTENCE Can earthquakes be predicted? Scientists are working on a warning system.

PRACTICE



Read each item. Write *correct* or *incorrect* to tell whether the sentence or sentences are written correctly.

1. Most earthquakes occur under the sea. How lucky that is!
2. Why do you say that

PRACTICE A *continued*

3. most underwater earthquakes are never even noticed _____
4. Large underwater earthquakes can cause tsunamis
The results can be very dangerous _____
5. What is a *tsunami*? It's a Japanese word for a huge wave. _____
6. all earthquakes occur along fault lines in the earth's crust _____
7. Have you ever felt an earthquake usually the ground
shakes gently. _____
8. Large earthquakes make loud, rumbling noises. _____
9. most earthquakes last less than a minute _____
10. Smaller aftershocks can rattle for days afterward. _____

B *Write these sentences correctly. Use capital letters and the correct end punctuation marks. Write each run-on sentence as two sentences.*

1. scientists use the Richter scale to measure the strength of earthquakes _____

2. look at this chart of measurements the scale goes from 0 to 10 _____

3. earthquakes below 5 usually don't cause much damage _____

4. do you see the 9.5 on the chart _____

5. that is the measurement for the biggest earthquake ever the earthquake occurred in
Chile in 1960 _____

C Melissa wrote this report about the San Francisco earthquake. Four sentences in the report are missing capital letters. Eight sentences are missing end marks. Find the mistakes, and use the proofreading marks in the box to correct them.

Remember

Begin every sentence with a capital letter.
Use the correct end punctuation for each of the four kinds of sentences.

On April 18, 1906, the sun had just risen most people in San Francisco were asleep. Some were getting ready for work.

Suddenly a loud roar filled the air. The ground was shaking, and buildings and power lines were falling. What was happening A huge earthquake was tearing the city apart.

Gas poured out of broken gas lines. Fires broke out everywhere How disastrous they would be Why weren't the fires put out The water lines had broken, too.

After three days, the fires were finally out the shaking had stopped, too. Over 25,000 buildings had fallen. about 490 city blocks had been destroyed.

What lessons did people learn from this disaster? They learned to build stronger buildings they decided to use more flexible pipes, too. What a difference these changes would make in the future

Proofreading Marks

^	Add
⊙	Period
↘	Take out
≡	Capital letter
/	Small letter



Did you correct four mistakes in capitalization and eight mistakes in end punctuation?



San Francisco, 1906



WRITE



Additional Resources at
grammarworkshop.com



Read each explanation below about earthquake safety. Then write a statement, command, exclamation, or question you might say to respond to each explanation. The word in parentheses tells you what kind of sentence to write. The first one is done for you.

1. Earthquakes can be dangerous. Fortunately, there are some important steps you can take to reduce the danger. (question)

What steps can I take to reduce the danger?

2. Identify the "danger zones" in your house. These include areas with windows, tall furniture, and heavy objects. These things are dangerous during an earthquake. (exclamation)

3. You should be aware of safe spots, such as a sturdy desk or table, in a room. They provide cover from falling objects. (question)

4. If you are outside, move away from tall buildings and power lines. If possible, go to an open space or park. (command)

5. Most people will never experience a serious earthquake. Still, it's a good idea to be prepared. (statement)

Lesson 43: Capitalizing Proper Nouns

LEARN

A **proper noun** names a specific person, place, or thing. Each important word in a proper noun begins with a capital letter.

- The names of people, pets, and special groups always begin with a capital letter.

Darren Smith Sparky Little League

- The names of special places begin with a capital letter.

Elm Street Overton Park Canada
Detroit New Mexico Mills Elementary School

- The names of days, months, and holidays begin with a capital letter.

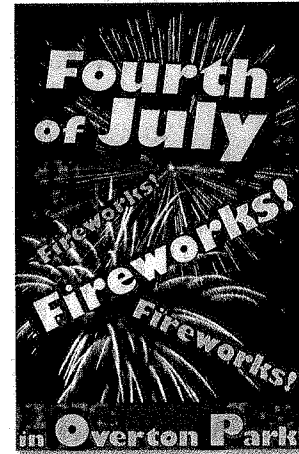
Tuesday November Election Day

- Family titles that refer to specific people begin with a capital letter.

Grandma Uncle Dave Aunt Sue

- Titles of respect that are used with names begin with a capital letter.

Mr. Luna Ms. Elkins Mayor Quinn President Roosevelt



PRACTICE



In each sentence, underline the noun or nouns that should begin with a capital letter. A sentence may have one, two, or three proper nouns.

1. The last monday in may is memorial day.
2. People from maine to california honor those who gave their lives for our country.
3. The holiday began in 1866 in waterloo, new york.
4. At that time, it was called decoration day.
5. Different states celebrated this holiday in april, may, and june.
6. In 1971, memorial day became a legal holiday throughout the united states.
7. This year, dennis and I marched with the cub scouts in a parade.

PRACTICE A *continued*

8. The parade began at lakehurst elementary school.
9. It ended on main street.
10. Ms. hernandez led the band, and mayor dixon gave a speech.

B *Rewrite each sentence. Capitalize each proper noun correctly.*

1. The fourteenth day of june is called flag day. _____

2. On that day in 1777, our country's leaders met in philadelphia and
adopted the first flag. _____

3. In 1885, a teacher named bernard cigrand suggested a holiday called
flag birthday. _____

4. President harry truman made flag day an official holiday in 1949. _____

5. We celebrate a different national holiday in july. _____

6. The holiday is called independence day. _____

7. Our country declared its freedom from great britain on july 4, 1776. _____

C Mitchell wrote this report about Labor Day. He forgot to capitalize seven proper nouns, and he capitalized one common noun by mistake. Use the proofreading marks in the box to correct the errors.

Remember






A **proper noun** names a specific person, place, or thing. Begin each important word in a proper noun with a capital letter.

Many holidays honor famous leaders such as abraham Lincoln and Martin Luther King, Jr. The first monday in September, however, honors ordinary working people.

How did this Holiday begin? Two hard-working men get the credit. One was a carpenter in New York. The other was a machine operator in Paterson, new Jersey. Both men wanted everyone to appreciate how hard some people work. In september 1882, they organized a big parade for workers in New York city.

The idea of honoring workers caught on. In 1887, Oregon was the first state to make Labor Day a holiday. In 1894, president Grover Cleveland made it a national holiday. Other countries have similar holidays. In Australia, people celebrate Eight Hour Day. It honors the successful struggle for a shorter working day. In most of the world, a workers' holiday is celebrated on the first day in may.

Proofreading Marks

-  Add
-  Period
-  Take out
-  Capital letter
-  Small letter



Did you correct eight mistakes in capitalization?





WRITE



Additional Resources at
grammarworkshop.com



Think about the holidays listed below. Write a few sentences to explain why we celebrate each holiday. Tell how you might celebrate the holiday at school or at home. Use proper nouns in your sentences.

1. Martin Luther King, Jr., Day _____

2. President's Day _____

3. Thanksgiving _____

4. New Year's Eve _____

Proofreading Checklist ☒

- ☐ Did you use proper nouns in your sentences?
- ☐ Did you begin each important word in a proper noun with a capital letter?

Lesson 44: Abbreviations

LEARN

- An **abbreviation** is a short way of writing a word. Many abbreviations begin with a capital letter and end with a period. Here are some of them.

Titles of Respect

Ms. Margaret Wong Mr. Alberto Mador Dr. Susan Lewis

Addresses

St. (Street) Ave. (Avenue) Rd. (Road)
Blvd. (Boulevard) Rte. (Route) P.O. (Post Office)

Months and Days of the Week

May, June, and July do not have abbreviations.

Jan. Feb. Mar. Apr. Aug. Sept. Oct. Nov. Dec.
Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

- An **initial** is used in place of a name. It is written as a capital letter followed by a period.

Kim Ann Chin John Edward Murphy
Kim A. Chin J. E. Murphy

- State names that are used with ZIP codes have special two-letter abbreviations. Both letters are capitalized, and no period is used.

AL (Alabama) CA (California)



PRACTICE



Write each name or abbreviation correctly.

1. Jan 11 _____

2. dr ellen rossi _____

3. 201 Milton ave. _____

4. Feb 21, 2013 _____

5. rte. 202 _____

6. Elm st _____

7. mon _____

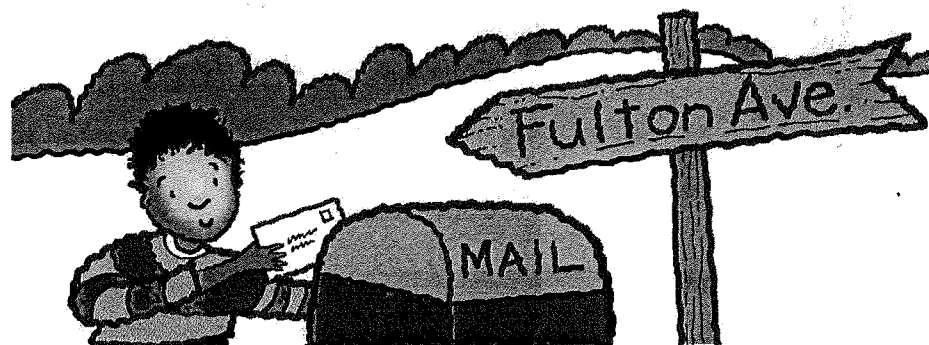
8. mr L M Kent _____

9. Oakland, ca _____

10. PO. Box 112 _____

B Read each item below. Follow the directions in parentheses to change it.
Use capital letters and periods correctly.

1. Joan Richards _____
(Change the first name to an initial.)
2. 863 Clayton Avenue _____
(Use an abbreviation.)
3. 27 Red Rock Boulevard _____
(Use an abbreviation.)
4. Saturday, March 5 _____
(Use two abbreviations.)
5. Ms. June Marie Garcia _____
(Change the first and middle names to initials.)
6. Mobile, Alabama 36601 _____
(Use an abbreviation.)
7. Post Office Box 1413 _____
(Use an abbreviation.)
8. Closed: Saturday,
Sunday, and Monday _____
(Use three abbreviations.)
9. 192 Village Road _____
(Use an abbreviation.)
10. Doctor Makara Bel Singh _____
(Use an abbreviation and two initials.)



C Look at the items below. In each one, some of the abbreviations are written incorrectly. In two of the items, the initials are also written incorrectly. Altogether, there are eleven errors. Use the proofreading marks in the box to correct the errors.

Remember

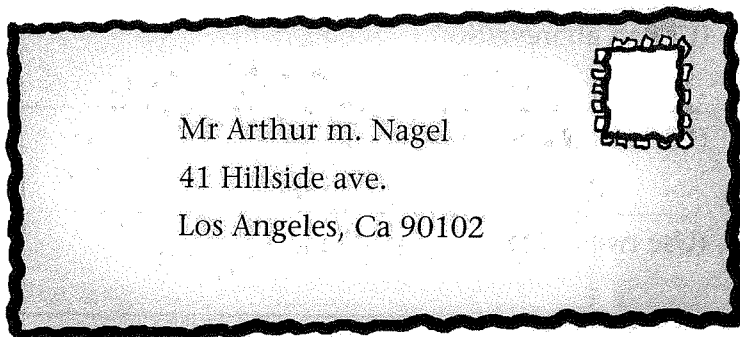


Most abbreviations begin with a capital letter and end with a period.

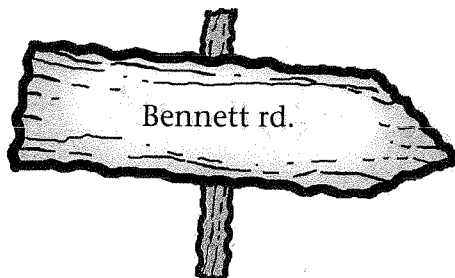
Proofreading Marks

- ^ Add
- ⊙ Period
- ✓ Take out
- Capital letter
- / Small letter

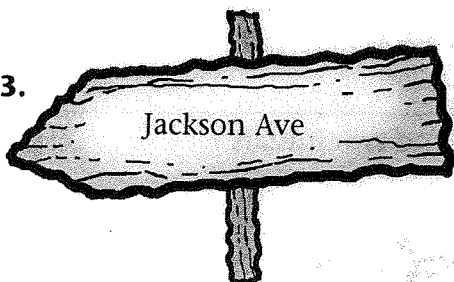
1.



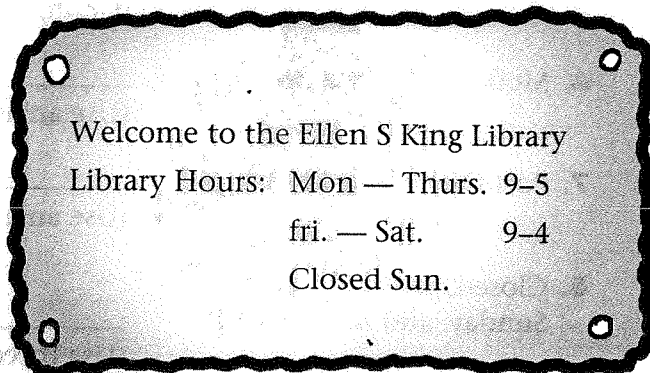
2.



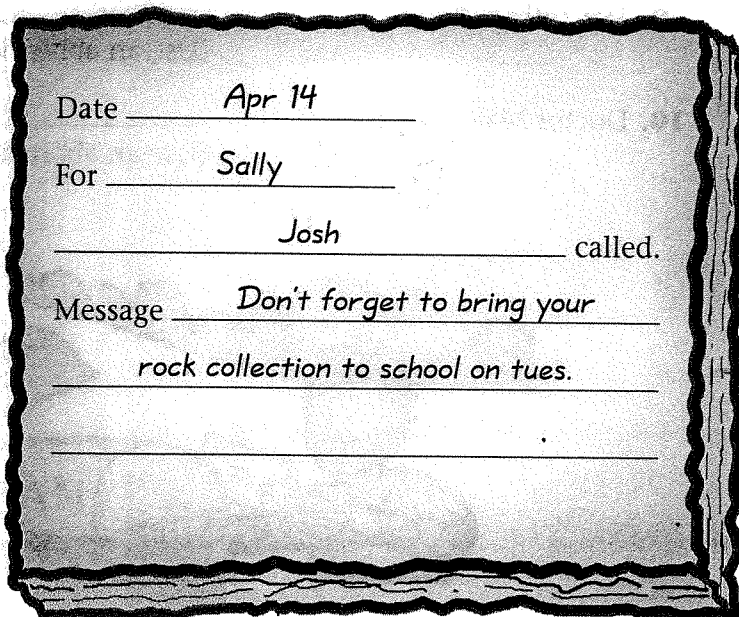
3.



4.



5.



Did you correct a total of eleven mistakes?



WRITE



Additional Resources at
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D Imagine that a cousin named Jackie is visiting you. You took each telephone message described below for her. Fill in the message pad with the missing information. Use abbreviations whenever possible. Part of the first one is done for you.

1. Doctor Clement's office called on August 24 to ask if Jackie can change her dental appointment from August 31 to September 1 at 10 o'clock.

Date Aug. 24

For Jackie

_____ called.

Message _____

2. Jackie's friend Anna called on August 25. She wants to know if Jackie can come to a book club meeting this Thursday at 4:30 at the Gomez's house at 240 Kent Road.

Date _____

For _____

_____ called.

Message _____

Proofreading Checklist ☒

- ☐ Did you begin each abbreviation with a capital letter?
- ☐ Did you end each abbreviation with a period?

Lesson 45: Titles

LEARN

- Titles of books, magazines, and newspapers are set off by italics in printed material. When you write by hand, underline these titles.

PRINTED *Middletown News* (newspaper)

HANDWRITTEN Middletown News

PRINTED *James and the Giant Peach* (book)

HANDWRITTEN James and the Giant Peach

- Titles of songs and most poems are set off by quotation marks.

"Home on the Range" (song)

"The Farmer in the Dell" (song)

"Casey at the Bat" (poem)

"What Is Pink?" (poem)

- Notice that the first word and each important word in the titles begin with a capital letter. Words such as *a*, *an*, *at*, *and*, *by*, *for*, *in*, *of*, *on*, *the*, *to*, and *with* are not capitalized unless they are the first or last word in the title.



PRACTICE



Write each title correctly.

1. elmsford journal (newspaper)
2. highlights for children (magazine)
3. the sound of music (song)
4. my side of the mountain (book)
5. paul revere's ride (poem)
6. a bicycle built for two (song)
7. who has seen the wind? (poem)
8. national geographic for kids (magazine)

PRACTICE A *continued*

9. the adventures of Tom Sawyer (book) _____

10. hudson valley news (newspaper) _____

B *Write the title in each sentence on the line. Capitalize each title.
Also underline or add quotation marks to set off the title.*

1. I just read this month's sports illustrated for kids. _____

2. oodles of noodles is a funny poem. _____

3. We sang I've been working on the railroad in music class. _____

4. A mouse acts bravely in the book mrs. frisby and the rats of NIMH. _____

5. If you like funny books about school, read amber brown is not a crayon. _____

6. your big backyard is a magazine for very young readers. _____

7. There was an old man with a beard is a short and funny poem. _____

8. The magazine stone soup publishes stories by children. _____

9. The fans sang happy days are here again at the end of the game. _____

C Alexander wrote this review of the school talent show. He made seven mistakes when writing titles. Use the proofreading marks in the box to correct the errors.

Remember

Capitalize the first word and each important word in a title. Do not capitalize words such as *a, an, at, and, by, for, in, of, on, the, to, and with* unless they begin or end the title.

Did you ever wonder if the students in our school are talented? Last night's talent show proved that we are.






Dylan got the show off to a great start! He played "on the Sunny Side of the Street" on the trumpet. Terry played "Sandpipers on the beach" on the flute. The sad, beautiful sound of her instrument filled the auditorium. Finally, Roxanne's fiddle version of "Turkey In the Straw" had us tapping our feet.

A few students read aloud. Jacob had memorized the poem Stopping by Woods on a Snowy Evening" by Robert Frost. Maya read a funny passage from her favorite book, Alice's Adventures in Wonderland.

The singers were great, too. Patrick sang "Give My Regards To Broadway." Gina also did a great job. She sang "my Favorite Things" while playing a guitar.

All in all, it was a great show. I don't think anyone can say that our students lack talent.

Proofreading Marks

-  Add
-  Period
-  Take out
-  Capital letter
-  Small letter



Did you correct seven mistakes in the titles?





WRITE



Read each description of a make-believe book, song, or poem. Then make up a title for it. Write your title on the line. The first one is done for you.



Additional Resources at
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1. a poem about a boy who likes to climb trees with his cat _____
"Up in the Branches" _____
2. a song about paddling a canoe on a river _____

3. a magazine for children who like to collect stamps and coins _____

4. a book about two identical twins who play tricks on their classmates _____

5. a poem about the start of a new school year _____

6. a magazine for people who want to help and protect endangered animals _____

7. a song about a big family get-together in the summer _____

8. a book about an immigrant family coming to the United States in 1900 _____

9. a poem about a snowstorm that drops two feet of snow on your neighborhood _____

Proofreading Checklist



- ☐ Did you begin the first word in each title with a capital letter?
- ☐ Did you begin each important word in a title with a capital letter?

Lesson 46: Commas in a Series

LEARN

A **comma** separates words or ideas in a sentence and tells the reader when to pause.

Sometimes a sentence has a **series**, or list, of three or more items. Use a comma to separate the items in a series.

Our **teachers, parents, and classmates** planned a field day.

The event took place on a **beautiful, warm, sunny** Saturday.

I brought **sunglasses, a hat, and some sunscreen**.

To get to the park, many people **walked, biked, or drove**.

Do not use a comma after the last word in the series.



PRACTICE



In each sentence, the items in a series are in **boldface**. Add commas to separate the items.

1. Parents organized **races contests and activities**.
2. People played **softball volleyball and basketball**.
3. I **pitched batted and scored** in the softball game.
4. **Friends relatives and pets** sat nearby and watched us play.
5. **Jess Mario and Kate** hit home runs.
6. For lunch, my Dad grilled the **hamburgers hot dogs and ribs**.
7. I put **lettuce tomato and ketchup** on my hamburger.
8. The ribs tasted **hot spicy and delicious**.
9. Everyone **gnawed nibbled munched and crunched** corn on the cob.
10. For dessert, we ate **big ripe juicy** peaches.

B *Underline the items in a series in each sentence. Then add commas to separate the items.*

1. At the field day, the fishing contest was for parents teachers and students.
2. Blue red and yellow ribbons had been prepared for the winners.
3. I had brought my rod tackle and bait.
4. I hummed whistled and waited for a bite.
5. I caught a small wet wiggly trout right away.
6. It had a blue green and silver back.
7. Next, I hooked two sunfish a catfish and a crab.
8. I threw them back, and they flopped splashed and swam toward the rock.
9. My rod suddenly twitched jerked and pulled.
10. I had hooked a big strong lively bass!
11. I tugged strained and reeled it in.
12. Parents students and the judge gathered around.
13. No one else had caught such a big healthy beautiful bass.
14. I didn't want to carry clean and cook it.
15. Everyone cheered clapped and shouted when I let it go.





Paula saw this list of rules at the park. The list contains twelve mistakes in the use of commas in a series. Some commas were left out, and some appear where they don't belong. Use the proofreading marks in the box to correct the errors.

Remember

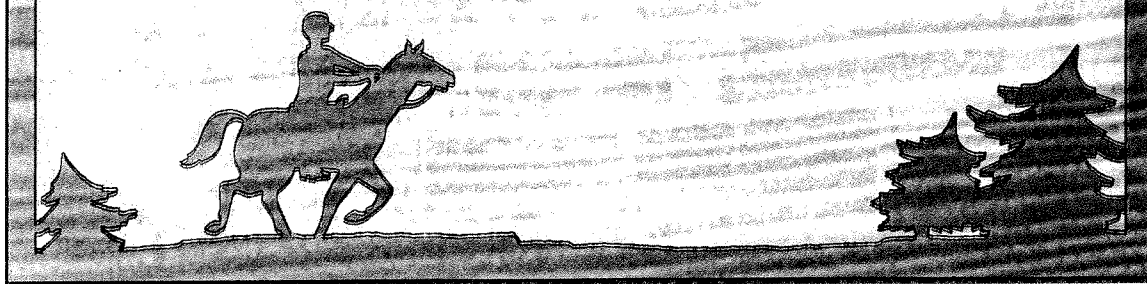
Use a comma to separate three or more items in a series.

Proofreading Marks

^	Add
○	Period
✓	Take out
≡	Capital letter
/	Small letter

PARK RULES

- ★ The trees shrubs and wildflowers in this park are protected. Visitors should not cut, damage or remove any plant.
- ★ The hunting trapping or harming of animals is forbidden. Fishing in the pond and streams is permitted.
- ★ Walking jogging, and bicycling are permitted, on park trails.
- ★ Horseback riding is permitted on marked trails. Visitors should not lead, ride or walk a horse in other areas of the park.
- ★ No one is permitted to sell, food, drinks, or other items in the park.
- ★ Park fireplaces stoves and grills may be used in picnic areas. No one is permitted to light build, or maintain a fire in other areas of the park.



Did you correct twelve mistakes in the use of commas in a series?



WRITE



Additional Resources at
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Sometimes you can use a series to combine short, choppy sentences to make your writing smoother. The underlined words in each sentence below tell what games the children played. You can put the words in a series to make one smooth sentence.

The young children played tag.

They played hopscotch.

They played dodgeball.

The young children played tag, hopscotch, **and** dodgeball.

You can also put groups of words in a series.

The parents grilled hamburgers.

They made fruit salad.

The parents poured water for everyone.

The parents grilled hamburgers, made fruit salad, **and** poured water for everyone.



Rewrite the underlined sentences in this journal entry on the lines below. Combine each group of underlined sentences into one sentence by using a series.

I wasn't looking forward to the class trip to the park. Now I'm glad I went.
The trip was fun. It was interesting. The trip was educational.

I liked the nature walk best. Along the way, I saw a red-tailed hawk. I saw a Baltimore oriole. I saw a scarlet tanager. I was also surprised by how many different trees grow in the park. Chestnut trees grow in the park. Walnut trees grow there. Pecan trees grow in the park, too.

Back at the picnic tables, we had some more fun. Everyone gathered around Ms. Grady, our teacher. Ms. Grady handed out songbooks. She played the guitar. She led a sing-along. What a great way to end the day!

Lesson 47: More Commas

LEARN

Here are some more uses for commas.

- Use a comma to set off an introductory word such as *yes*, *no*, or *well* from the rest of a sentence.

Yes, I have some silly riddles to tell.

No, not everyone likes them.

Well, I think they're funny.

- Use a comma or commas to set off the name of a person being spoken to.

- If the name is at the beginning of the sentence, place a comma after the name.

Todd, what gets wet the more you dry?

- If the name is at the end of the sentence, place a comma before the name.

I don't know, **Ellen**.

- If the name is in the middle of the sentence, place commas before and after the name.

The answer, **Todd**, is a bath towel!



PRACTICE



Read each sentence. Write *introductory word* or *name of person spoken to* in order to tell what words are set off by the comma or commas.

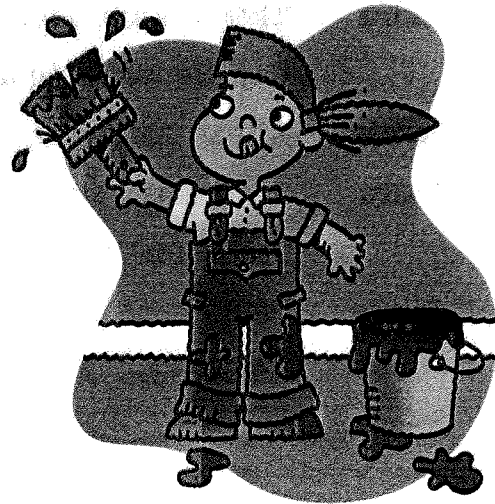
1. Michelle, do you know what gets bigger the more you take away from it?
2. No, I can't imagine what it could be.
3. The answer, Michelle, is a hole in the ground.
4. What crosses the country without moving, Tino?
5. Jodi, is this another silly riddle?
6. Yes, and the answer is a superhighway.

PRACTICE A *continued*

7. Avi, what breaks whenever you say it? _____
8. Hmm, I have no idea. _____
9. I think, Brenda, that the answer is "silence." _____
10. That is the correct answer, Tom! _____

B *In each sentence, add commas where they are needed.
The first one is done for you.*

1. Do you know a place Bob where you can always find happiness?
2. Well let me think about that.
3. Ray is the answer "the dictionary"?
4. Yes you got it!
5. What coat is always wet when you put it on Nancy?
6. Hmm I think it's a coat of paint.
7. What is lighter than a feather Sandy but harder to hold?
8. Hmm could it be "a thought"?
9. No the answer is "your breath"!
10. Okay I have one for you.
11. Pam what's the difference between the North Pole and the South Pole?
12. It's all the difference in the world Ben!
13. You've heard Terri that two's company and three's a crowd.
14. Well do you know what four and five are?
15. Yes I know that four and five are nine!








C Leanne left out nine commas in the script that she wrote for the class comedy show. Find the mistakes, and use the proofreading marks in the box to correct the errors.

Remember

Use a comma after introductory words such as *yes* and *no*. Also, use a comma to set off the name of a person being spoken to.

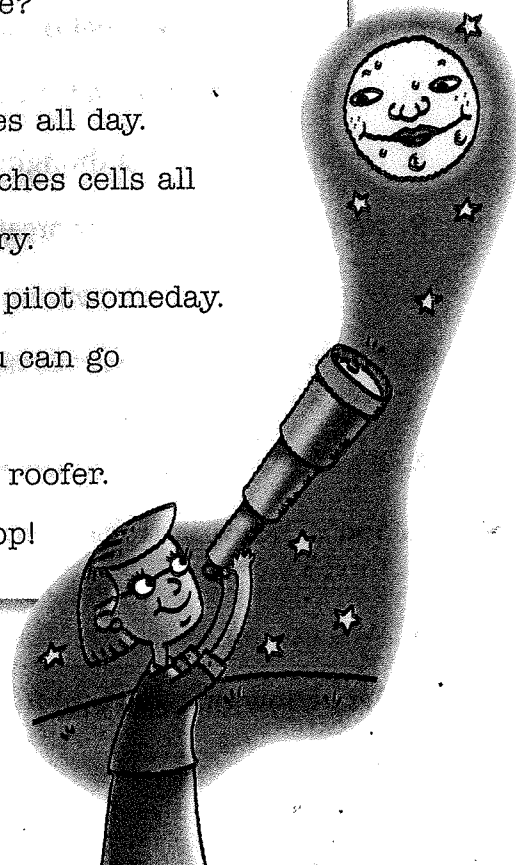
- Leanne** Akira, I hear things are looking up for your mom at work.
- Akira** Yes, that's true. She just got a job as an astronomer.
- Jamie** Hmm I thought she was a weather forecaster on TV Akira.
- Akira** No not anymore Jamie. The weather here never agreed with her!
- Jamie** Guys, my poor dad finds things really dull at his job.
- Leanne** What kind of work does he do Jamie?
- Jamie** Oh, he's a knife sharpener.
- Leanne** My dad is a jeweler. He sells watches all day.
- Akira** That's funny Leanne. My uncle watches cells all day. He works in a biology laboratory.
- Jamie** I hear, Akira that you want to be a pilot someday.
- Akira** Yes it's the type of job in which you can go really far! What about you, Jamie?
- Jamie** Well I'm thinking about becoming a roofer. That way, I can go straight to the top!

Proofreading Marks

-  Add
-  Period
-  Take out
-  Capital letter
-  Small letter



Did you add nine missing commas?





WRITE



Additional Resources at
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D On the lines below, write your own funny script that shows a conversation between you and one or two friends. You can use jokes you know or a funny conversation you have heard for ideas. In your script, use introductory words and the names of people being spoken to. Use the script on page 214 as a model.

1. _____

2. _____

3. _____

4. _____

5. _____

Proofreading Checklist ☒

- ☐ Did you use commas after introductory words such as **yes**, **no**, and **well**?
- ☐ Did you use commas to set off the names of people being spoken to?

Lesson 48: Parts of a Letter

LEARN

- A **friendly letter** is written to someone you know well. In a friendly letter, the **greeting** and **closing** begin with a capital letter and end with a comma. Commas are also used in the **heading** to separate the city and state and to separate the day and year.

9 Pine Street
Pittsburgh, PA 15211
May 7, 2013

Dear Joan,

Our new swimming pool is almost ready.
Bring your bathing suit when you visit us in July.

Your friend,
Margaret

Labels on the right: heading, greeting, body, closing, signature

- A **business letter** is usually written to someone you don't know. In a business letter, include an **inside address** that gives the name and address of the person you are writing to. Use a **colon (:)** after the **greeting**. You will also need to sign and print your name.

9 Pine Street
Pittsburgh, PA 15211
May 10, 2013

Mr. John Johnson
Johnson Pool Products
15 Spring Street
Madison, WI 53703

Dear Mr. Johnson:

Please mail me your catalog of pool games and swimming accessories. I am especially interested in diving masks and snorkel sets.

Yours truly,
Margaret Richards
Margaret Richards

Labels on the right: heading, inside address, greeting, body, closing, signature

PRACTICE



Write each letter part correctly.

- | | | | |
|--------------------|-------|--------------------|-------|
| 1. June, 17 2013 | _____ | 4. your Friend | _____ |
| 2. Akron OH, 44319 | _____ | 5. dear Ms. Cahill | _____ |
| 3. dear kenny | _____ | 6. 21 fox lane | _____ |



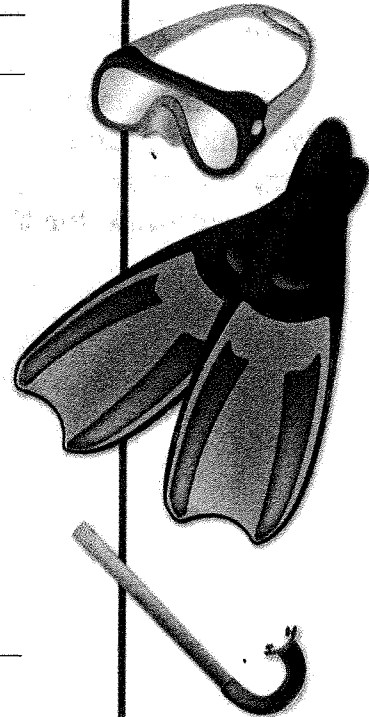
Complete the letter with the missing letter part.
Write the letter part correctly.

Gillette NJ 07933	184 ridge Road
your friend	dear margaret

June 15, 2013

I'm sorry to hear about the leak in your new pool. I hope the pool company can fix it soon. I know the whole family is looking forward to using it this summer.
I can't wait to see you in July. We have so much to catch up on.

Joan








C Margaret wrote this letter. In all, she made six mistakes in the use of capitalization and punctuation. Use the proofreading marks in the box to correct the errors.

Remember

Use a comma after the greeting in a friendly letter. Use a colon after the greeting in a business letter.

Proofreading Marks

-  Add
-  Period
-  Take out
-  Capital letter
-  Small letter

9 Pine Street
Pittsburgh, pa 15211
June 28 2013

Ms. Tonya Ruiz
Community Park Recreation Center
111 Kensington Avenue
Pittsburgh PA 15211

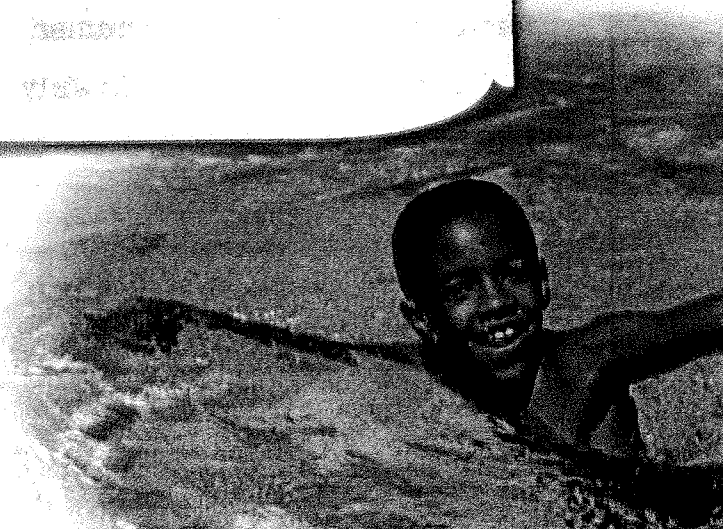
Dear Ms. Ruiz

I heard that you will be offering swimming lessons for children under the age of 12 this summer. I am very interested in your swimming program. Please send me a schedule for these lessons.

sincerely Yours,
Margaret Richards
Margaret Richards



Did you correct six mistakes in capitalization and punctuation?





WRITE



Additional Resources at
grammarworkshop.com

D Write a friendly letter or a business letter. If you write a friendly letter, tell a friend or relative what you like most about school this year. If you write a business letter, make a suggestion to the principal of your school for a program or activity that your school might offer.

Proofreading Checklist ☒

- ☐ Did you use commas and capital letters correctly in your letter?
- ☐ Did you use a comma after the greeting if you wrote a friendly letter?
- ☐ Did you use a colon after the greeting if you wrote a business letter?

Lesson 49: Quotations

LEARN

- A **quotation** is a speaker's or writer's exact words. Follow these rules when writing quotations.

- Use quotation marks in *dialogue* or to set off a speaker's or writer's exact words. Always capitalize the first word of a quotation.

Nancy said, "Little inventions make life easier."

- When a quotation comes at the end of a sentence, use a comma before the quotation to separate it from the words that name the speaker or writer. Put the end mark inside the quotation marks.

Cy exclaimed, "How clever some inventors are!"

- When a quotation that is a statement or command comes at the beginning of a sentence, put a comma inside the closing quotation marks.

"Harvey Kennedy invented shoelaces," Nancy said.
"Try living without them," she added.

- If the quotation is a question or an exclamation, put the question mark or the exclamation mark inside the closing quotation marks.

"Who invented the toothpaste tube?" Liam asked.
"What a great invention that was!" I exclaimed.

- Do not use quotation marks when you do not use a speaker's or writer's exact words.

Nancy said, "Let's look up the inventor's name."
Nancy said that we should look up the inventor's name.



PRACTICE



Put quotation marks around each speaker's or writer's exact words. If the sentence does not give the exact words, do not add quotation marks.

1. Terry claimed that the best inventions are very simple.
2. Liam said, Look at this picture of Benjamin Franklin.

PRACTICE A *continued*

3. He invented the lightning rod! Liam shouted.
4. How did he get the idea for it? Amy asked.
5. Liam said that Franklin wanted to protect buildings from lightning.
6. Mei said, Here's a picture of the first paper clip.
7. I asked, When was it invented?
8. It was invented in 1899 in Norway, Mei replied.
9. Nancy added that paper clips, tape, and ballpoint pens were all great inventions.
10. Where would we be without them? she asked.

B *Rewrite each sentence that is incorrectly written. Use quotation marks, capital letters, and punctuation marks correctly. If a sentence is correct as is, write correct.*

1. The traffic light was invented in 1923 Liam said. _____

2. Who invented it asked Mei. _____

3. Liam replied that the inventor was Garrett Morgan. _____

4. Nancy said here's an 1883 picture of the first zipper. _____

5. Terry asked how did it get its name? _____

6. Nancy explained that the invention made a z-z-zip sound. _____

C Read the conversation below. In it, there are nine mistakes in the use of capital letters, commas, quotation marks, and end marks. Use the proofreading marks in the box to correct the errors.

Remember 

Use quotation marks around the exact words of a speaker.

Terry asked "Are all inventors geniuses?"

Amy responded, "no, I don't think so." She added that some inventors just see a need for a new product and work hard to fill it.

"Other inventors have a sudden, bright idea," Mei added.

"According to this book, some important inventions were accidents" Nancy exclaimed.

Cy remarked, I once had a good idea for making adjustable training wheels for my bike"

Terry asked, "Did you do anything with your idea?"

"No, I wasn't sure how to go about it" Cy replied.






Nancy said, "I'd like to be an inventor someday."

Mei said, "there's no time like the present."

"What do you mean" asked Nancy.

"I mean we could form our own club for young inventors," Mei responded.

Proofreading Marks

-  Add
-  Period
-  Take out
-  Capital letter
-  Small letter



Did you correct nine mistakes in punctuation and capitalization?



WRITE



Additional Resources at
grammarworkshop.com

D Imagine you are one of the students in the conversations below. Join each conversation by asking a question, making a statement, giving a command, or uttering an exclamation. Use quotation marks to set off your words.



Conversation 1

"I have a great idea for an invention," Terry said.

"It's an electric sweater," she added.

"How would it work?" asked Cy.

"A battery would warm up the wires in the sleeves," Terry replied.

"I don't think that's very practical!" Liam exclaimed.

Conversation 2

"Inventors need to patent their inventions," said Mr. Rossi, a local inventor.

"What's a patent?" Liam asked.

"It protects an inventor's ideas," Mei explained.

"It also makes it possible for an inventor to earn money from an invention," Mr. Rossi added.

Proofreading Checklist



- ☐ Did you set off your words with quotation marks?
- ☐ Did you use capital letters, commas, quotation marks, and end marks correctly?

Lesson 50: Words Often Misspelled

LEARN

- **Homophones** are words that sound the same but have different spellings and meanings. Some homophones are possessive pronouns, such as *their*, and others are contractions, such as *they're*. Think about the meaning of the word to help you choose the correct spelling.



Homophone	Meaning	Sentence
there	in that place	There are many books about Ramona.
they're	they are	They're favorites of mine.
their	belonging to them	Their illustrations are funny.
it's	it is (or it has)	It's the funniest story I have ever read.
its	belonging to a thing	Its main character is Ramona Quimby.
you're	you are	You're going to love <i>Ramona Forever</i> .
your	belonging to you	You can borrow a copy from your library.
to	preposition	Return the book to the library.
two	the sum of 1 and 1	I read <i>Beezus and Ramona</i> two times.
too	also	I enjoyed that book, too .
tale	a story	<i>Ramona's World</i> is a good tale .
tail	the back part of an animal	Ribsy the dog wagged its tail .
right	correct	These hilarious stories are right for you.
write	create a story	The author can write a good tale.

- When unsure which spelling is correct, use a dictionary.

PRACTICE



Write the meaning of each homophone. Then write **contraction** if the homophone is a contraction. Write **possessive pronoun** if it is a possessive pronoun. If it is neither, write **neither**. The first one is done for you.

1. their belonging to them possessive pronoun
2. they're _____
3. there _____

PRACTICE A *continued*

- | | | |
|-----------|-------|-------|
| 4. its | _____ | _____ |
| 5. right | _____ | _____ |
| 6. you're | _____ | _____ |
| 7. tail | _____ | _____ |
| 8. too | _____ | _____ |

B Write the homophone in parentheses that correctly completes each sentence.

1. Will you bring your copy of *Ramona's World* _____ school? (to, too)
2. _____ a popular book among young readers. (Its, It's)
3. Beverly Cleary is _____ author. (its, it's)
4. She grew up in Oregon, and her stories are set _____. (their, there)
5. I have read _____ of her books. (two, too)
6. You are _____ about her books. (right, write)
7. It may even make you want to _____ your own Ramona adventure. (right, write)
8. You might enjoy a book called *Henry and Ribsy*, _____ . (to, too)
9. It is a _____ about Henry Huggins and his dog Ribsy. (tale, tail)
10. _____ neighborhood was once a quiet place. (There, Their)
11. _____ up to Henry and Ribsy to change that! (Its, It's)
12. _____ sure to love Beverly Cleary's books. (Your, You're)



C Maria wrote this book report. She made six mistakes when using homophones. Use the proofreading marks in the box to correct the errors.

Remember






When using homophones, pay attention to the way they are used. For example, *they're*, *it's*, and *you're* are contractions, while *their*, *its*, and *your* are possessive pronouns that show ownership.

Ramona's World by Beverly Cleary is a very funny book. Its a story about the kind of everyday events all of us can recognize. There told in such a humorous way that they cause everyone too laugh.

When the book begins, it is the first day of school. Ramona is looking forward to an exciting year, but there are a few problems, two. Ramona's teacher likes her first essay, but it's filled with misspelled words. When the teacher begins to right the mistakes on the board, Ramona is horrified.

On the bright side, Ramona and Daisy Kidd become friends. One day, they're playing in an upstairs crawl space. Its floor is only a layer of plaster, and Ramona's legs break through the attic. Is she hurt? Are you curious? Read the book. Your sure to enjoy it.

Proofreading Marks

-  Add
-  Period
-  Take out
-  Capital letter
-  Small letter



Did you correct six spelling mistakes?



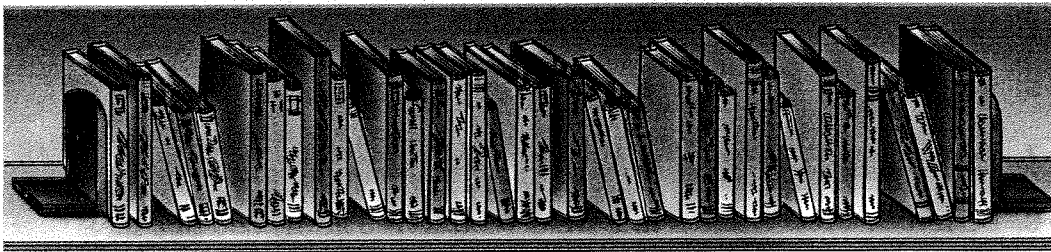
WRITE



Additional Resources at
grammarworkshop.com

D Write a short book report about a book you've enjoyed recently. Be sure to give the title and author of the book. Then give your opinion about the book. Tell why you think your classmates might enjoy the book, too. Use some of the homophones below in your report.

it's	its	you're	your	they're
there	their	to	too	two
right	write	tail	tale	



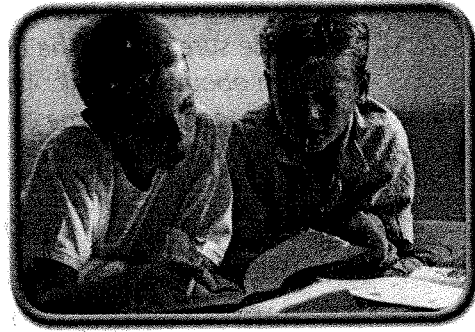
Proofreading Checklist ☒

- ☐ Did you use some of the homophones in your report?
- ☐ Did you spell each homophone correctly?

Lesson 51: Words Often Confused

LEARN

- When two words sound alike or are similar in spelling, the two words can be confused. For example, the word *advice* is often confused with the word *advise*. To avoid confusion, learn the meaning and spelling of each word. *Advice* is helpful information you give to someone. When you *advise* someone, you give him or her a helpful suggestion.



Our teacher gave us **advice** on ways to prepare for test day.
He said, "I **advise** you all to stop studying tonight and to sleep well."

- If you are unsure of which word to use, you can use a dictionary.

PRACTICE



Match each word in Column A to its meaning in Column B. Write the letter of the correct meaning on the line. If you are unsure of the meaning, check a dictionary.

A

- ___ 1. desert
- ___ 2. proof
- ___ 3. all ready
- ___ 4. further
- ___ 5. sun
- ___ 6. by
- ___ 7. prove
- ___ 8. dessert
- ___ 9. farther
- ___ 10. already

B

- a. the star that Earth revolves around
- b. more distant
- c. to show that something is true
- d. dry, sandy land
- e. a male child
- f. in addition to something
- g. by this time
- h. a sweet food served at the end of a meal
- i. preposition that tells who/what did the action
- j. completely ready

PRACTICE A *continued*

___ 11. buy

k. to get something by paying for it with money

___ 12. son

l. evidence

B Write the word in parentheses that correctly completes each sentence.

1. Today, we had to write our favorite

_____ recipes.
(desert, dessert)

2. My favorite recipe for lemon cookies was

given to me _____ my
great grandmother. (buy, by)

3. The first step in my recipe is to

_____ all the ingredients.
(buy, by)

4. When mixing the batter, I would _____ everyone
to use a wooden spoon. (advice, advise)

5. If you want to go a step _____, try making a
lemon frosting. (farther, further)

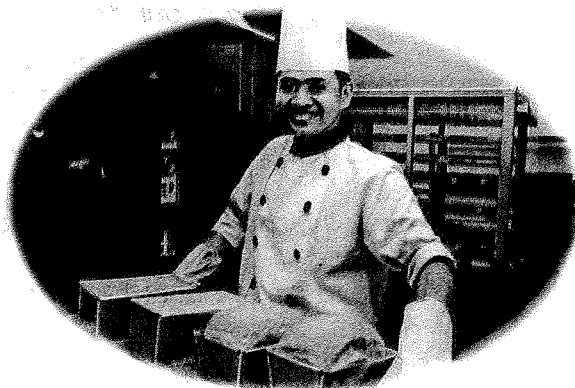
6. Today, a guest chef and his _____ came to our school. (sun, son)

7. They gave our class _____ on how to bake bread. (advice, advise)

8. They said that the _____ of a good baker is "in
the pudding." (prove, proof)

9. It was _____ time for lunch when the chef took fresh baked
bread out of the oven. (all ready, already)

10. I took a loaf of bread home to _____ to my family
that I am now a real baker! (proof, prove)





Raj wrote this journal entry about his art class. He made six mistakes when writing words that are often confused. Find the mistakes, and use the proofreading marks in the box to correct the errors.

Remember






Use the word with the intended meaning. Spell the word carefully.

Today in art class, our teacher, Ms. Nova, described a scene and asked us to paint it. Before we started, we each got a piece of paper and some paints. When we were already, she started to read the description.

Ms. Nova talked about cactuses, sand, and tumbleweed.

That's when I knew she was describing a dessert. I quickly picked up my pencil and started drawing. Then I used watercolors to fill in my drawing. I had a few green cactus plants in front. Further away were sandy, brown hills. Beyond this, I could think of nothing farther to draw! That's when I asked Ms. Nova for advise. She told me to close my eyes and imagine the picture again. When I opened my eyes, I knew just what to add. I drew a bright, orange son, a scaly iguana, and a flying eagle that soared through the air. I was so happy with my colorful desert scene that I couldn't wait to take it home!

Proofreading Marks

-  Add
-  Period
-  Take out
-  Capital letter
-  Small letter



Did you use the correct meaning of six words that are often confused?





WRITE



Additional Resources at
grammarworkshop.com



Write sentences about how to make or do something.
Use the word in parentheses in each sentence.

1. (already) _____

2. (advice) _____

3. (sun) _____

4. (proof) _____

5. (buy) _____

6. (further) _____

7. (all ready) _____

8. (prove) _____

Proofreading Checklist ☒

☐ Did you use each word in parentheses correctly?

Unit 6 Review

Lessons 42–51

Writing Sentences Correctly (pp. 192–195) *Write each sentence correctly. Write each run-on sentence as two sentences.*

1. what sorts of things do you collect

2. we have many cards we trade them sometimes

3. what a great collection you have

Capitalizing Proper Nouns (pp. 196–199) *Read each sentence. Write each proper noun correctly.*

4. My aunt lives near golden gate park.

5. We visited her on the fourth of july.

6. I gave aunt betty a small figurine of a cat.

Abbreviations (pp. 200–203) *Write each name or abbreviation correctly.*

7. dr Vivian Hayes

8. thurs

9. mr Donald a Banks

10. p o Box 124

Titles (pp. 204–207) *Write each title correctly.*

11. the mouse and the motorcycle (book)

12. a day at the beach (poem)

13. sports illustrated for kids (magazine)

Commas (pp. 208–215) *In each sentence, add commas where they are needed.*

14. My mother father and brother all collect things.

15. Mom do you collect old maps?

Parts of a Letter (pp. 216–219) *Write each letter part correctly.*

16. dear Charlie

17. sincerely yours

18. Baltimore MD 21202

19. dear Mayor Hanks

Quotations (pp. 220–223) *Add commas and quotation marks where necessary to show each speaker's words.*

20. Claire said Everyone in my family collects something except me.

21. Mimi asked How many miniature horses do you have on your dresser?

22. I guess I have a collection after all! Claire laughed.

Words Often Misspelled (pp. 224–227) *Underline the homophone in parentheses that correctly completes each sentence.*

23. (Their, There) will be a doll auction this weekend.

24. Mia's cousin likes to attend doll auctions, (to, too).

25. (Your, You're) favorite hobby is collecting art.

26. (Its, It's) a family tradition to go to auctions every spring break.

Words Often Confused (pp. 228–231) *Underline the word in parentheses that correctly completes each sentence.*

27. A furniture collector can (prove, proof) that Fran's chair is worth a lot of money.

28. At the auction, her chair is (farther, further) down the aisle.

29. To get (advise, advice) on collecting comics, Mike spoke to an expert.

30. The annual auction was (already, all ready) closed to the public.

Unit 6 Test

DIRECTIONS Fill in the circle next to the sentence that shows the correct use of commas, capital letters, end marks, spelling, and quotation marks.

1. ☐ This summer, I went to day Camp.
☐ I went from july 15 to august 12.
☐ Dad drove to the Jackson Recreation Center, too.
☐ He took Hyland road to Oak avenue.
2. ☐ What did I like most about camp.
☐ Well, the counselors gave really good advice.
☐ We played basketball soccer, and tennis.
☐ We wrote practiced and performed our own plays.
3. ☐ The camp director was Ed I Fox.
☐ What a great camp director he is?
☐ "Let's have another great day! he told us every morning.
☐ He kept everyone safe, happy, and busy.
4. ☐ Ms. Tonya Gray wants prove that we are good swimmers.
☐ "Anyone can learn to swim," she said.
☐ She took us to the pool at hillsdale Park, too.
☐ We also took day trips to the zoo the museum, and a baseball game.
5. ☐ We had a sing-along every Friday.
☐ Mr Fox played "You Are My Sunshine" on his guitar.
☐ I sang "I'm Sitting On Top Of The World" for everyone.
☐ "You sing well", they told me.
6. ☐ Would you be surprised to hear that we read each day.
☐ Ms. Nieves said "Reading will help you be ready for school."
☐ "You can also read just for the fun of it" she added.
☐ We traded books every Wednesday.
7. ☐ Some campers also go to south valley school.
☐ I will look for them this fall
☐ "We didn't know you last year." they told me.
☐ "We will now be friends at school," I replied.
8. ☐ Robert, do you want to go to camp next summer.
☐ Yes I'd love to!
☐ Friends, counselors, and teachers made camp special.
☐ I want to spend July and August at green valley park!

DIRECTIONS Read the letter, and look carefully at each underlined part. Fill in the circle next to the answer choice that shows the correct use of commas, capital letters, end marks, and quotation marks. If the underlined part is already correct, fill in the circle for "Correct as is."

199 Crestview Avenue
Little York, IN 47139
September 14 2013
(9)

dear mr Fox
(10)

I'm back in school from Monday to friday, and Summer is over. Still, I think
(11)
about day camp at Green Valley Park. What a great experience it was!

I told my friend Ed about camp. Now he says, "next year, I'll go with you".
(12)
I know he'll love the lessons, activities, and trips. Thank you for everything.
(13)

yours truly
(14)
Robert Walker

9. ☐ September, 14 2013
☐ September 14, 2013
☐ september 14, 2013
☐ Correct as is

10. ☐ dear Mr Fox
☐ Dear Mr. Fox
☐ Dear Mr. Fox,
☐ Correct as is

11. ☐ friday, and summer is over.
☐ Friday, and summer is over.
☐ Friday. And Summer is over
☐ Correct as is

12. ☐ "Next year, I'll go with you."
☐ "Next year, I'll go with you".
☐ "next year, I'll go with you."
☐ Correct as is

13. ☐ lessons activities and trips
☐ lessons, activities and trips,
☐ lessons, activities, and trips,
☐ Correct as is

14. ☐ Yours truly
☐ Yours Truly
☐ Yours truly,
☐ Correct as is