

Thursday Notes

(Punctuation and Capitalization)

CAPITALIZATION

- Capitalize proper nouns and proper adjectives.
- Capitalize the first word of each sentence.

APOSTROPHE

- Use apostrophes to make words possessive and to make contractions.
- Don't use apostrophes to make words plural.
- Possessive pronouns don't use apostrophes. (hers, its, ours, yours, etc.)
- Be sure you have a real word before your apostrophe: children's toys, not childrens' toys.
- If the word is plural and ends in *s*, add apostrophe only: dogs' owners.
- Treat singular nouns ending in *s* just like any other singular noun: boss's, Brutus's.

UNDERLINING/ITALICIZING

- Underlining and italicizing are the same thing.
- Underline or italicize titles of long things: newspapers, magazines, CDs, movies, novels, plays, musical compositions, etc.
- Underline or italicize names of ships, planes, trains, and artwork.
- Underline or italicize foreign expressions.

QUOTATION MARKS

- Quote titles of short things: short stories, poems, songs, articles, episodes of TV shows, etc.
- Quote dialogue and words copied from other sources.
- Commas and periods that follow quoted words always go inside closing quotation marks. (I said, "Go home.")
- Colons and semicolons that follow quoted words always go outside closing quotation marks. (We're "friends"; we don't date.)
- Use single quotation marks only to enclose quotes within quotes.
- Use double quotation marks in all other situations. (He's a real "team player.")

COMMAS

(Rule numbers are significant for reference purposes only.)

1. **adverb dependent clause*, independent clause** (If it rains, we'll go inside.)
2. **independent clause, adverb dependent clause** (We'll go inside if it rains.)
3. **independent clause, cc** independent clause** (Joe likes pizza, but Fred likes tacos.)
4. **subject verb, cc verb** (Joe likes pizza but does not like vegetables.)
5. **independent clause; independent clause** (Joe likes pizza; Fred likes tacos.)
6. **introductory participial phrase,** (Running down the hall, he tripped and fell.)
7. **introductory prepositional phrase,** (After English class, we go to lunch.)

8. , **nonessential appositive**, (We read *The Great Gatsby*, a novel, in class. We read the novel *The Great Gatsby* in class.)
9. , **nonessential adjective clause*****, (Jane, who drives a red car, is nice. All students who skip school should be suspended.)
10. **items, in, series** (Please buy apples, oranges, and bananas. I like the warm, fuzzy blanket.)
11. , **noun of direct address**, (Tom, would you hand me the phone? Please don't sit there, Sue.)
12. **day of week, month date, year**, (The baby is expected on Sunday, February 27, 2000, in Georgia.)
13. **city, state**, (We moved to Peachtree City, Georgia, in 1975.)
14. **introductory word**, (Well, I hope these rules come in handy. However, you must use them.)
15. , **interrupter**, (These rules, I think, will help you if you use them.)

*adverb dependent clause = subordinating conjunction + subject + verb

common subordinating conjunctions:

because	after	until
as	though	so that
since	whenever	before
if	even	unless
while	as if	
although	when	

**coordinating conjunctions = FANBOYS

for and nor but or yet so then however therefore

***adjective dependent clause = relative pronoun + subject + verb

relative pronouns: that which who whom whose