WEEK TWELVE: Lesson One

SUBJECT: English Language

GRADE: Ten

TOPIC: Grammar

SUB-TOPIC: Capitalization and Punctuation

OBJECTIVES:

- Correctly, define capitalization and punctuation.
Accurately, capitalize and punctuate given exercises.

In writing, **capitalization** is the use of capital letters as a type of punctuation. When we say that something is “capitalized,” it means that the first letter of the word or words is a capital (i.e. capital A versus lowercase a). Capitalization’s real goal is to point out and separate specific, individual things from general things, which help us identify them in a sentence. So, we use capitalization to mark the beginning of a sentence and to identify all types of proper nouns, names, and titles.

Since a capital letter starts every sentence, you know that every sentence uses capitalization at least once!

Example: Josh was in Guyana to celebrate his 21\textsuperscript{st} birthday.

**Punctuation** are marks used in printing and writing to separate sentences and clauses and to help make the meaning of sentences more clear.

<table>
<thead>
<tr>
<th>Punctuation Marks</th>
<th>Ex.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comma</strong> ,</td>
<td>She is a clever, healthy woman.</td>
</tr>
<tr>
<td><strong>Colon</strong> :</td>
<td>Samuel plays four sports: volleyball, soccer, and tennis.</td>
</tr>
<tr>
<td><strong>Semi Colon</strong> ;</td>
<td>Michael has a big house; Alex has a small house.</td>
</tr>
<tr>
<td><strong>Full stop</strong> .</td>
<td>I’m waiting for the day you’ll be back.</td>
</tr>
<tr>
<td><strong>Question Mark</strong> ?</td>
<td>How much paper will they need?</td>
</tr>
<tr>
<td><strong>Slash</strong> /</td>
<td>Free ticket will be given to children/women only</td>
</tr>
<tr>
<td><strong>At sign</strong> @</td>
<td>Here my email address: <a href="mailto:mary@gmail.com">mary@gmail.com</a></td>
</tr>
<tr>
<td><strong>Hyphen</strong> –</td>
<td>pick–me–up</td>
</tr>
<tr>
<td><strong>Exclamation Mark</strong> !</td>
<td>Yes, You will come with me!</td>
</tr>
<tr>
<td><strong>Ellipsis Mark</strong> ...</td>
<td>Today ... we started new work.</td>
</tr>
<tr>
<td><strong>Square Brackets</strong> [ ]</td>
<td>It [apple] is really useful fruit.</td>
</tr>
<tr>
<td><strong>Apostrophe</strong> ’</td>
<td>There are two 8’s in 808.</td>
</tr>
<tr>
<td><strong>Underline</strong> _</td>
<td>The meeting will be start at 08:00 pm.</td>
</tr>
<tr>
<td><strong>Quotation Mark</strong> “ ”</td>
<td>&quot;I'm very tired.&quot; she said.</td>
</tr>
<tr>
<td><strong>Asterisk</strong> *</td>
<td>*There is a big house.</td>
</tr>
<tr>
<td><strong>Brace</strong> { }</td>
<td>Number set: {1,3,5,7}</td>
</tr>
</tbody>
</table>

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Activity

Instructions: Add capital letters where necessary.

1. The sugar maple and the hemlock are both native to Canada.
2. She graduated from Vancouver island university and now is attending ubc.
3. My mother likes plane travel, but dad would rather drive.
4. Last spring we took a trip through the rocky mountains.
5. His mother bakes the best cookies, but aunt Angela makes the best pies.
6. We’re studying about world war II in history now.
7. I’ve always liked literature and have decided to make it my major.
8. Next semester I’m going to take psychology 112, history 112, and English 200; then the following semester I’ll take math and physics.
9. The team from pearson college was on our campus last weekend.
10. “I’d rather be a big duck in a little pond,” she said, “than a little duck in a big pond.”

Circle the correctly punctuated sentences.

1. a) I have only one thing to say to you: ‘Get off my land.’
   b) The pot contained: sausages, mushrooms and beans.
   c) My favorite books are: ‘On the Road’ and ‘The Naked Lunch’.
   d) My teacher used to say this: ‘Always work hard but not too hard.’

2. a) These are a few of my favorite things: sausages, beans and more sausages.
   b) For breakfast I would like: sausages, beans and more sausages.
   c) This would be my favourite breakfast: sausages, beans and more sausages.
   d) Could you bring me: sausages, beans and more sausages.


3. a) We have to stop: polluting the rivers, burning fossil fuels and using our cars.
   b) We have to stop doing these harmful things: polluting the rivers, burning fossil fuels and using our cars.
   c) These things cause environmental damage: polluting the rivers, burning fossil fuels and using our cars.
   d) Our quality of life is damaged by: polluting the rivers, burning fossil fuels and using our cars so much.

4. a) The new house was: modern, spacious and luxurious.
   b) Our new house looked: modern, spacious and luxurious.
   c) I like a new house to be all of the following: modern, spacious and luxurious.
   d) All the houses on the new estate were: modern, spacious and luxurious.

5. a) Give me: mushrooms, cheese, ham and coleslaw.
   b) I love: mushrooms, cheese, ham and coleslaw.
   c) I love a huge breakfast: mushrooms, cheese, ham and coleslaw.
   d) Bring me a huge breakfast: mushrooms, cheese, ham and coleslaw.
ANSWERSHEET

Capitalization
1. Canada
2. Vancouver Island University, UBC
3. Dad
4. Rocky Mountains
5. Aunt Angela
6. World War
7. Correct
8. Psychology, History
9. Pearson College
10. Correct

Punctuation
1) D
2) A
3) C
4) C
5) C