

Grammar & Mechanics

Capitalization

- The first word in every sentence
- Names of people and pets
- Names of streets, towns, cities, states, and countries
- The word I
- Days, months, and holidays
- Important events in history
- Important (specific) buildings or places
- Companies
- Important words in a title of a book or article
- First word in quotations

Commas

- between words in a series
- between cities and states
- between the day and year in a date
- to separate the speaker and the words spoken in a quotation
- to join two complete sentences with a connecting word

Quotation Marks

Use quotation marks to show exactly what someone says.

Apostrophes

Use an apostrophe to show ownership or to take the place of letters taken away in a contraction.

Spelling Rules

Words ending in “y”

For words that end in **y**, change **y** to **i** and add **es**, **est**, **er**, or **ly**.

Words ending in “f”

For words that end in **f** or **fe**, remove the **f** or **fe** and add **ves**.

Double the Final Consonant

For words that end in consonant-vowel-consonant, you must double the final consonant of the root word when adding **ing**, **er**, or **est**.

Use i before e

Use **i** before **e** except after **c** or when the vowel sounds like **a**.

Spell “shun”

- Use **-sion** when the root word ends in **d**, **de**, **se**, or **t**.
- Use **-cian** for root words that are about people.
- Use **-tion** for everything else

Drop final e

When a word ends in **e**, remove the **e** when adding **ing**, **er**, or **est**.