

TAKS CAPITALIZATION AND PUNCTUATION SKILLS

Grade 7 and Exit

I. CAPITALIZATION

- A. Title used with the last name of a person Ex: Professor Townsend
- B. Letter opening Ex: Dear Charlie,
- C. First word in a letter closing Ex: Sincerely yours,
- D. Appropriate words in the title of a written work Ex: The Grapes of Wrath
- E. Proper nouns Ex: Austin, Texas
- F. Proper adjectives Ex: Brazilian nuts
- G. First word in a direct quotation Ex: "How are you?" asked Mary

II. PUNCTUATION

- A. End punctuation
 - 1. Period
 - a. end of declarative sentence Ex: I bought a bag of apples.
 - b. end of an imperative sentence Ex: Bring me the apples.
 - c. end of an abbreviation Ex: Mr. Davis
 - 2. Question mark at the end of a direct question Ex: How are you doing today?
 - 3. Exclamation mark at the end of an exclamatory sentence Ex: Help me now!
- B. Commas
 - 1. In a series of words, phrases, or clauses (however, *and* is not tested) Ex: We ordered books, magazines, and newspapers.
 - 2. Between independent clauses joined by a coordinating conjunction (and, but, etc.) Ex: We ate pizza, and then we went dancing.
 - 3. To separate coordinate adjectives Ex: He purchased a shiny, high-performance automobile.
 - 4. To set off nonessential clauses/phrases (usually follows a proper noun) Ex: Naomi, who has led the organization for ten years, will retire in May.
 - 5. To set off nonrestrictive appositives Ex: America's favorite pastime, baseball, is becoming less popular than football.
 - 6. After the opening of a friendly letter Ex: Dear Celia,
 - 7. After the closing of a letter Ex: Sincerely,
 - 8. Between the day and year in a date Ex: May 19, 2002
 - 9. Between the city and state Ex: Austin, Texas
 - 10. Before a direct quotation (if tag is at the beginning)
 - 11. To set off a name in direct address Ex: Mother, please come here
 - 12. After an introductory word Ex: Finally, we
 - 13. After a series of introductory prepositional phrases Ex: In the beginning of the class, we introduced ourselves.
 - 14. After an introductory participial phrase Ex: Running through the mall, I dropped my purse.
 - 15. After an introductory dependent clause Ex: After we studied for hours, we felt confident about the test.
- C. Semicolon – to separate independent clauses not joined by a coordinating conjunction Ex: We purchased groceries; we then bought gasoline.
- D. Apostrophe
 - 1. In possessives Ex: cat's fur tigers' paw
 - 2. In contractions Ex: don't can't won't isn't
- E. Colon
 - 1. After the opening of a business letter Ex: Dear Sir,

2. **Before a list of words or phrases Ex: We purchased the following items: staples, pens, pencils, and paper.**
 3. **Between the hour and minutes Ex: 3:30 pm**
- F. Quotation Marks – at the beginning and end of a direct quotation from a text or speech**