

Writing Rule Book

Capitalization Rules

1. Capitalize the first word in a sentence.
2. Capitalize the word I.
3. Capitalize the first word in a letter greeting and closing.



We always capitalize names (proper nouns).

We don't capitalize common nouns.

There are some tricky words.

President/Governor--those only get capitalized when they are used with a name or as the name of the office.

Doctor--this is the same--we only capitalize it when used as part of the name.



Seasons

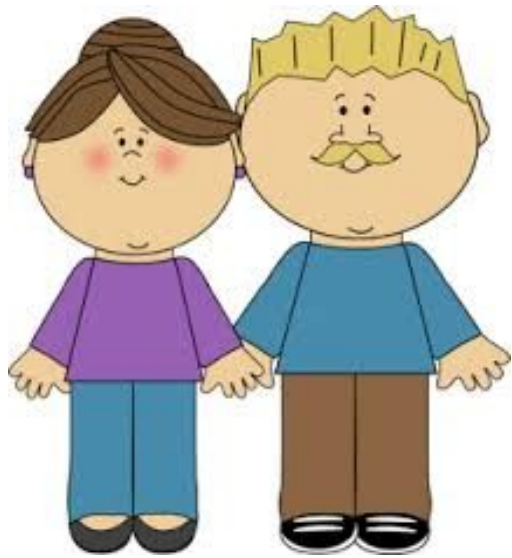
Do not capitalize season names unless they are part of a bigger title.



The Rule for Sun/Earth

Capitalize only if you are referring to the name of the celestial body. Usually, you can tell because the sentence will be related to space/science.

Do not capitalize if you are speaking of the sun in regards to the light coming from it. Do not capitalize earth if you are speaking about land/dirt.



The Rule for Family Nicknames

Mom, Dad, Grandma, Grandpa, Bubba, etc.

Take the nickname out of the sentence. Put an actual name in its place.

Does the sentence still make sense?

Yes--Capitalize the nickname

No--Do NOT capitalize the nickname

Quotation Mark Rules

1. Put quotation marks around the exact words of a character (not the narrator).
2. Separate the narrator and character with a comma, question mark, or exclamation mark if the quotation comes first.
3. Separate the narrator and character only with a comma if the narrator comes first.
4. Put end punctuation inside the quotation marks if the quotation marks are at the end.
5. Capitalize the first word inside quotation marks (in the fourth grade).

Put a comma after the words

Yes

NO

If they are at the beginning of a sentence.

Agreement Rules

Make sure the verb tense fits the tense of the sentence and story.

Make sure the subject and action of the sentence agree.

Complete Sentence Test

1. It has a subject (noun).
2. It has a predicate (verb).
3. It passes the PSST test.

Expires: December 2nd

Pronouns

If you are using me/I with another name in a sentence:

Remember I--beginning me--end or middle

Take out "Sally and" and see which one makes sense.

Always put the other person first.

Use commas in a list of three or more items.

Example:

She needs pencils, paper, and crayons.

If you begin a sentence with a prepositional phrase, use a comma.

Example:

Under the table, there is a small door.

Expires: December 2nd

Use an apostrophe to show ownership
or to form a contraction.

'S Flowchart

Look at the noun.
Is it singular or plural?

Singular

add 's

No

Plural

Does the noun end with
s

Yes

add '

You can join two **complete** sentences with a comma and one of the FANBOYS. The FANBOYS do not need a comma unless there are two complete sentences or a series.

Sentence



sentence.

Expires Feb. 14th

If the word starts with:

Vowel Sound = An

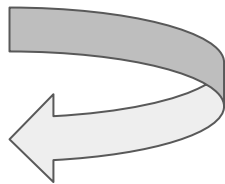
Consonant Sound = A

Use

good

with a

noun.

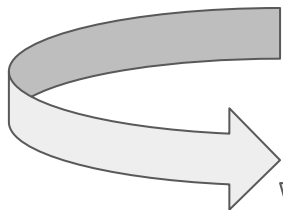


Use

well

with a

verb.

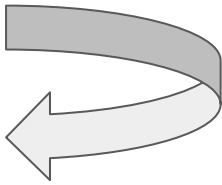


Use

bad

with a

noun.



Use

badly

with a

verb.



Punctuation Rules

1. Remember to put end punctuation (. ? !) at the end of a sentence.
2. Put a comma between the city and state.
3. Put a comma between the day and the year in the date.
4. Put a comma after the greeting and closing of a letter.
5. Put a comma after a transition at the beginning of a sentence.

Use a comma to separate a name from the rest of the sentence when you are using the name to address someone.

Karen, this is none of your business.

This is none of your business, Karen.

Expires March 27th



AAAWWUBBIS Rules

If you begin a sentence with an AAWWUBBIS, use a comma.

Do not use a comma when the AAWWUBBIS is in the middle of a sentence.

Expires March 27th

Look up spelling questions and homophones in the dictionary!

Combining/Revising Sentences Rules

1. Don't change the meaning.
2. Don't repeat words.
3. Don't choose answers that have incomplete sentences. (Use the Psst test).
4. If there is one of the FANBOYS-- Check to make sure there are two sentences that are complete. IF one part is not a sentence, it doesn't need a comma. If both parts are sentences, it needs a comma.
5. If there is only a comma--If there are two complete sentences--it is wrong.
6. If there is an introducer, it is right.

Introducer types--a place you find your block, -ing word, AAWWUBIS

Revision Rules

If it asks you to add a sentence to a paragraph, make sure the sentence fits the main idea.

If it asks you WHERE to add a sentence, look for the other sentence match.

If it asks you to delete a sentence, the sentence either doesn't match the topic of the paper or the topic of the paragraph.

Use the PSST test to decide a complete sentence.

If it asks you to add something to the beginning or ending of the essay, this is basically asking for an answer that matched the WHOLE story.

If it asks you to add a word, make sure to read AT LEAST the sentence before and after.

Titles

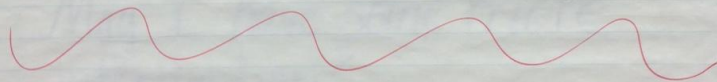
Italics

Italics

Italics

Big / Whole

“Small / Parts”



Creative-Works of
Art

May I have some time to think