

WEEK 9: PUNCTUATION, QUOTATION, & CAPITALIZATION

Welcome everyone to the last workshop and introduce the topic.

PUNCTUATION

- Ask students if they can give the rules on the period, question mark, and exclamation point as you get to them.
- It's okay to move right through these marks. Check for questions. The last punctuation marks should be explained in more detail.

PERIOD .

- At the end of a sentence and after most abbreviations.

ABBREVIATION EXAMPLE: Oct. Tues. Ave. pgs.

QUESTION MARK ?

- After a direct question but not after an indirect one.

EXAMPLES (On Board):

1. Do you know what we will be doing in class today?
2. I wonder what we will be doing in class today.

EXCLAMATION POINT !

- After an expression that shows strong emotion.
- Tell the students to not use exclamation points in academic/formal writing, unless it is for a fiction class.

SEMICOLON ;

- Between two independent clauses (not joined by a FANBOYS)

- Between items in a series containing internal punctuation

(When an item in a series already includes a comma, adding more commas to separate it from the other items can be confusing. Use semicolons instead of commas between items in a series that have internal punctuation.)

EXAMPLE (On Board):

My travels have taken me as far away as Florence, Italy; Sydney Australia; and Paris, France.

COLON :

- A complete sentence (IC) must come **before** the colon: **anything** can come **after** a colon--a name, a list, a quotation, or an explanation.

EXAMPLE (On Board):

The company announced its Employee-of-the-Month: Lee Jones.

DASH – or —

Used to isolate inserted information, to signal an abrupt change of thought, or to emphasize what follows (two hyphens on the keyboard).

- Mention that colons and dashes are not often used and that **dashes are stylistic**.

EXAMPLE (On Board):

The company announced its Employee-of-the-Month—Lee Jones.

QUOTATIONS AND ITALICS

QUOTATION MARK “ ”

- Around a direct quotation and around the titles of shorter works
- Shorter works: short stories, poems, songs, essays, TV program episodes
- Main thing to mention: the punctuation always goes inside the quotation mark except when citing a source.

ITALICS

- Italicize titles of longer works
- Longer works- books, newspapers, magazines, plays, albums, movies, or TV series
- We no longer underline in academic writing. Underlining is the editor’s mark for italicize this. Use underlining in handwriting, but once on the computer, make sure to italicize.

CAPITALIZATION

Write the rules on the board before the workshop.

1. First word of every sentence.
2. First word of a direct quote.
3. First, last, and every word in a title EXCEPT articles and prepositions.
4. Specific titles/names of people, places, languages, races, and nationalities.

Review the list. Ask students:

- Would you capitalize the month May? Labor Day? (Yes—name of month and holiday)
- Would you capitalize mom if you are writing to her directly? (Yes—using her title in place of her name) Would you capitalize mom when you are writing my mom is great? (No)
- Would you capitalize building? (No) Would you capitalize Elizabeth Hall? (Yes—specific place)

That is it for the rules. Now, it is time for practice.

ACTIVITY

Have students correct the Borken Paragraph. They should indicate italics by **underlining titles**, and indicate capitalization by drawing **three small lines** under the letter.

(Alternative Approach—Have students come to the board and make corrections of their choice. Validate and discuss the choice. When the student is finished, he or she hands off the marker to another student until finished. Encourage the group to help the person who has the marker!)

BORKEN PARAGRAPH (On Board)

the lord of the rings, written by j r r Tolkien, is the greatest fantasy novel of our time. What makes it so grand It is not just a story about sam and Frodo going on a journey to destroy something the one ring. It is much more. Tolkien created the following an entire universe, a complete language, and the whole history of Middle Earth, making LOTR much more in-depth. Tolkien wrote many novels dealing with Middle Earth, twenty in fact Tolkien did say, The wise speak only of what they know

CORRECTED PARAGRAPH

The Lord of the Rings, written by **J.R.R.** Tolkien, is the greatest fantasy novel of our time. What makes it so grand? It is not just a story about **Sam** and Frodo going on a journey to destroy something—the one ring. It is much more. Tolkien created the following: an entire universe, a complete language, and the whole history of Middle Earth, making LOTR much more in-depth. Tolkien wrote many novels dealing with Middle Earth, twenty in fact. Tolkien did say, “The wise speak only of what they know.”

COLOR KEY

BLUE TEXT refers to something that should be written on the board for the workshop.

RED TEXT refers to markings that need to be added to sentences during the workshop.

GREEN TEXT is for added emphasis or is for something important but that is hard to spot in a big block of text.