Quick Writing Tips 1: Beginning Level (capitalization and punctuation)

eslvideo.com Quiz by: rmd

1. Which sentence is correct?

○ a.) We have class today.

○ b.) we have class today.

2. Which sentence is correct?

○ a.) They study at night, and i study in the morning.

○ b.) They study at night, and I study in the morning.

3. Which sentence is correct?

○ a.) mr. lee lives in san diego. He speaks korean. He works on mondays.

○ b.) Mr. Lee lives in San Diego. He speaks Korean. He works on Mondays.

4. Which sentence is correct?

○ a.) My Teacher gives Homework every Week.

○ b.) My teacher gives homework every week.

5. Which sentence is correct?

○ a.) I am ready.

○ b.) I am ready

6. Which sentence is correct?

○ a.) I need pens, paper, and a notebook.

○ b.) I need pens, paper and a notebook.

7. Which sentence is correct?

○ a.) She lives in Dallas Texas.

○ b.) She lives in Dallas, Texas.

Transcript

Rule 1: Use a capital letter to begin each sentence.

A = capital letter
a = lower case letter
They are students.
they are students.

Rule 2: Always make the pronoun “I” a capital letter.

They are students, and I am a student.
They are students, and i am a student.

Rule 3: Capitalize proper nouns (names, titles, days, months, cities, states, countries, languages).

Tina is from Los Angeles. She speaks Arabic. She doesn’t work on Fridays.
tina is from los angeles. She speaks arabic. She doesn’t work on fridays.

Rule 4: Use lower case letters for common nouns and other words.

A = capital letter
a = lower case letter
The students do their homework every day.
The Students do their Homework every Day.

Rule 5: Use a period at the end of each sentence.

. = period
They are students.
They are students
They are students,

Rule 6: Use a comma to separate three or more items in a sentence.

, = comma

I study on Monday, Tuesday, and Thursday.

I study on Monday Tuesday and Thursday.

I study on Monday, Tuesday and Thursday.

Rule 7: Use a comma to separate a city and state.

, = comma

Tina is from Los Angeles, California.

Tina is from Los Angeles California.