

POWER BASICS[®]

Basic English

Robert Taggart

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UNIT 4

Mechanics



LESSON 15: Punctuation

GOAL: To learn to punctuate sentences correctly

WORDS TO KNOW

apostrophe	period	question mark
colon	punctuate	quotation marks
comma	punctuation	semicolon
exclamation point	punctuation marks	

End Punctuation

When you **punctuate** a sentence, you add the correct punctuation marks. **Punctuation marks** are special marks that help make the meaning of written work clear.

End punctuation is the **punctuation** that appears at the end of a sentence. There are three end punctuation marks. Each gives information about the type of sentence it ends.

Use a **period** at the end of a declarative sentence (a statement).

He said that.

I could not believe it.

My brother agrees with him.

Use a period at the end of an imperative sentence (a command) if the command is a mild request.

Please shut the door.

Carry this bag for me.

Use a **question mark** at the end of an interrogative sentence (a question).

He said that?

What did he mean?

Use an **exclamation point** at the end of an exclamatory sentence.

He said that!

I could not believe it!

Use an exclamation point at the end of an imperative sentence when the command shows strong feeling.

Shut the door now!

Don't get any closer to that bear!

■ PRACTICE 86: End Punctuation

Write the correct punctuation mark at the end of each sentence. (There may be more than one correct punctuation mark for some sentences.)

1. The boy went to bed early
2. It had been a long day
3. What happened
4. The boy saved a friend from a burning building
5. How did he do it
6. He called 9-1-1

7. Hooray
8. The boy is a hero
9. Will he get a medal
10. Yes, from the fire department

IN REAL LIFE



Punctuation marks can make a big difference in meaning. Imagine that a sales group received this memo from their boss:

Your group's sales figures last month did not meet our expectations.

The group might review figures, discuss ways to bring in more sales, and so on.

But what if they got this memo:

Your group's sales figures last month did not meet our expectations!

This memo communicates strong feeling. The salespeople might fear for their jobs. They would probably work on ways to increase sales fast!

Commas

Use a **comma** to separate three or more words or phrases in a row.

I speak English, Spanish, and Hebrew.

The dog ran into the house, up the stairs, and under the bed.

Use a comma to separate two independent clauses joined with a conjunction.

I love chocolate, but I am allergic to it.

We were hungry, so we made a sandwich.

I am going to eat, and then I am going to work.

Use a comma to separate an introductory phrase from the rest of the sentence.

On our way to school, we saw a car accident.

Finally, the bus ride ended.

Although she was ill, she still had a good time.

Use a comma before a quotation.

He said, "Hurry up!"

She asked, "What time is it?"

Use a comma after a quotation, if the quotation is a declarative sentence and the quotation does not end the sentence.

"I'll be there in a minute," she called.

Please come over here," he said

■ PRACTICE 87: Commas

The following sentences need commas. Rewrite each sentence with commas in the correct place.

1. My favorite months are June July and August.

2. He wrote a paper and his mother read it.



 **POWER BASICS**[®]

Basic English

Teacher's Guide

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Unit 4: Mechanics

Unit 4 concentrates on the conventions of writing. Students learn and practice the rules of capitalization. They learn to correctly use end punctuation, commas, quotation marks, colons, semicolons, and apostrophes. Each punctuation mark is studied individually. The conventions are applied in numerous practice activities.

Lesson 14—Capitalization

Goal: To learn to capitalize correctly

WORDS TO KNOW

capitalization	the rules of making words capital
capitalize	to make the first letter of a word a capital, or uppercase, letter

Lesson 15—Punctuation

Goal: To learn to punctuate sentences correctly

WORDS TO KNOW

apostrophe	a punctuation mark that is used to show ownership, or to show that letters have been left out, as in a contraction
colon	a punctuation mark that is used to introduce something that follows, such as a list, or used in expressions of time when numerals are used
comma	a punctuation mark that is used to separate words or groups of words in a sentence
exclamation point	a punctuation mark that is used at the end of an exclamatory sentence
period	a punctuation mark that is used at the end of a declarative sentence
punctuate	to add the correct punctuation marks to a sentence
punctuation	marks that are used to make the meaning of written work clear
punctuation marks	marks, such as periods and commas, that are used to make the meaning of written work clear
question mark	a punctuation mark that is used at the end of an interrogative sentence
quotation marks	punctuation marks that are used around the words someone says in a quotation, or around the titles of short stories, songs, articles, and essays

semicolon punctuation mark that is used to join two independent clauses into one sentence

Notes on Application Activity in Student Text

Activity	Skills Applied	Product
Error Check	proofreading, analyzing information, applying information	correction tallies

Additional Activity Suggestions

- Have students look for punctuation errors in newspaper articles. Another source of errors is e-mails. Bring in or ask students to bring in e-mails they are willing to share. There will be plenty of errors to correct!
- Write sentences on the board, without the punctuation. Ask students to rewrite the sentences with correct punctuation.
- Divide students into small groups. Assign each group a punctuation mark. Have the members of each group work together to write a chapter of a punctuation handbook. Each group should provide clear examples of how the punctuation mark is used. You can photocopy the entries and staple them into booklets for reference.



Differentiation

- Use sentences from a book that students are reading for class as models for correct punctuation. Choose sentences that show different punctuation marks. Have students name the punctuation marks and tell what they do.
- Say several sentences aloud, with clear emotion. Ask students which end punctuation mark they would use at the end of the sentence if it was written.
- Do a dictation exercise. Read a variety of sentences aloud, with strong emotion and pauses. Have students write the sentences. Then write the sentences on the board and discuss discrepancies between your written sentences and those of students.
- Students who are interested in language and are detail-oriented may enjoy looking through popular reference books about grammar and punctuation. Ask students to choose a particular topic and read about it in different sources. They can then write a short paper telling their findings.
- English-language learners may be willing to share some sentences that show what punctuation marks are used in their first language and where the marks are placed.

 **POWER BASICS**  **PLUS**

Basic English

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NAME: _____



UNIT 1 • ACTIVITY 1

Proper Nouns

On each line, write a logical proper noun. Remember, proper nouns are always capitalized.

1. _____ is a great supermarket.
2. _____ is my favorite singer.
3. My dog, _____, plays fetch.
4. My favorite athlete is _____.
5. I would like to visit _____ someday.
6. I buy music at _____.
7. _____ was my first grade teacher.
8. _____ is a good place to study.
9. _____ is my dentist.
10. I rent videos at _____.
11. I like books by _____.
12. One monument I would like to visit is _____.

Replace each underlined common noun with a proper noun. Write the sentences with the proper noun on the line.

13. My teacher is at school by 7:30.

14. The coach is the football coach.

15. I read the local newspaper every day.



NAME: _____



UNIT 4 • ACTIVITY 90

Capitalization

Answer each question. Then write a sentence that shows the rule being applied.

1. Which word in a sentence is always capitalized? _____

2. What is the capitalization rule for titles of books, short stories, poems, plays, and songs?

3. What words are not capitalized in a title unless they are the first word? _____

4. What pronoun is always capitalized? _____

5. What is the capitalization rule for proper nouns and proper adjectives? _____

6. What is the capitalization rule for a title before a person's name? _____



Basic English

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BASIC ENGLISH • PRETEST

Decide what part of speech each underlined word is. Circle the letter of the correct answer.

1. Malik felt tired after recess.
- a. pronoun
 - b. verb
 - c. adjective
-

2. Sandra and Tim ate hurriedly and bolted out the door.
- a. pronoun
 - b. adverb
 - c. adjective
-

3. Help! The cat is stuck in the tree!
- a. interjection
 - b. verb
 - c. preposition
-

Circle the letter of the correct plural form that completes the sentence.

4. George's _____ got wet when he stepped in the puddle.
- a. foot
 - b. feet
-

5. Some people say that cats have nine _____.
- a. lifes
 - b. lives
-

Decide which type of pronoun is underlined. Circle the letter of your choice.

6. Lucie sharpened her pencil before the test.
- a. possessive pronoun
 - b. demonstrative pronoun
 - c. interrogative pronoun

UNIT 2 TEST: PARTS OF SENTENCES

Decide if each group of words is a complete sentence or a sentence fragment. Circle *a* for complete sentence. Circle *b* for sentence fragment.

1. The wind blew the leaves off the trees.
 - a. complete sentence
 - b. sentence fragment

2. After the storm had passed and the sky had cleared.
 - a. complete sentence
 - b. sentence fragment

3. There was not much damage from the storm.
 - a. complete sentence
 - b. sentence fragment

Decide what type of sentence each sentence is, classified by purpose. Circle the letter of your choice.

4. Did you see the yearbook?
 - a. declarative
 - b. interrogative
 - c. imperative
 - d. exclamatory

5. Laurie is not home right now.
 - a. declarative
 - b. interrogative
 - c. imperative
 - d. exclamatory

UNIT 3 TEST: USAGE

Circle the correct form of the verb to complete the sentence.

1. Eliza _____ piano lessons once a week.
 - a. take
 - b. takes

2. Sophie _____ she could play as well as her sister.
 - a. wish
 - b. wishes

3. Ricky and Simon _____ cousins.
 - a. is
 - b. are

4. They _____ an interest in birds.
 - a. share
 - b. shares

5. We sometimes _____ birds on the fire escape.
 - a. see
 - b. sees

6. The boys _____ the birds by their calls.
 - a. know
 - b. knows

7. Either Ricky or Simon _____ a pair of binoculars.
 - a. own
 - b. owns

8. I _____ them sometimes.
 - a. borrow
 - b. borrows

BASIC ENGLISH • POSTTEST

Decide what part of speech each underlined word is. Circle the letter of the correct answer.

1. The dogs chased the cow out of the barn.
- a. noun
 - b. pronoun
 - c. adjective
-

2. The rangers searched for the lost hiker.
- a. interjection
 - b. pronoun
 - c. adjective
-

3. The twins were sound asleep on the couch.
- a. verb
 - b. adverb
 - c. preposition
-

4. Zack and Tim played together in a band.
- a. conjunction
 - b. adverb
 - c. preposition
-

5. Oops, I spilled the milk.
- a. verb
 - b. interjection
 - c. preposition
-

Circle the letter of the correct plural form that completes the sentence.

6. The farmer sharpened three _____.
- a. ax
 - b. axes

7. The _____ played ball after lunch.
- a. man
 - b. men
-

8. The _____ have turned green.
- a. pennys
 - b. pennies
-

Decide which type of pronoun is underlined. Circle the letter of your choice.

9. Her bike is red.
- a. possessive pronoun
 - b. demonstrative pronoun
 - c. interrogative pronoun
-

10. Who said that?
- a. reflexive pronoun
 - b. demonstrative pronoun
 - c. interrogative pronoun
-

Decide if the underlined verb is an action verb or a linking verb. Circle *a* for action verb. Circle *b* for linking verb.

11. Jonelle seemed upset after class.
- a. action verb
 - b. linking verb
-

12. The dinner smelled delicious.
- a. action verb
 - b. linking verb
-

Decide which tense the underlined verb is in. Circle the letter of your choice.

13. The Ellis School will open next fall.
- a. past
 - b. present
 - c. future