

CAPITALIZATION, PUNCTUATION, SPELLING, AND GRAMMAR HANDBOOK

CAPITALIZATION RULES

1. Capitalize the first word of a sentence.

The cat is sleeping.

2. Capitalize names and other proper nouns.

Proper Nouns (specific name of a person, place, or thing).

3. The word I is always capitalized.

4. The first word inside of quotes (" "), if the quote is a complete sentence.

5. Capitalize days of the week, months, and holidays.

BIG BOYS

A period on top of a comma is a semicolon;

A "Big Boy" is conjunctive adverb and a comma.

* nevertheless, cats meow

Rule Combine two complete thoughts using a semicolon.

* Dogs bark; nevertheless, cats meow.

undoubtedly
however
moreover
nonetheless
nevertheless
accordingly
meanwhile
furthermore
therefore
similarly
likewise
still
consequently
thus
then
hence
otherwise
finally
incidentally

8. BIG BOYS (CONJUNCTIVE ADVERBS)

2. SPELLING / GRAMMAR RULES

- (SPELLING / GRAMMAR RULES)
- There → a place → the park is over there.
 - They're → they are → They're my best friends.
 - Their → it belongs to them → Is that their house?
 - Your → it belongs to you → Is this your pencil?
 - You're → you are → you're a smart cookie.
 - It's → it is → It's going to rain.
 - Its → it belongs to → the dog lost its bone.

{ AA AWWUBIS }

Rule: Two complete thoughts can be combined using AAAWWUBIS (subordinating conjunction) at the beginning of the sentence and a comma after the first thought, or dependent clause.

Although dogs bark,
cats meow.

After

Although

As

When

While

Until

Because

Before

If

Since

3. PERIOD AND A CAPITAL LETTER

Dogs bark. Cats meow.

Rule: separate two complete thoughts using a period and a capital letter.

RULE: Use two commas to set off grammatically unnecessary information.

* Dogs bark, yipping and yapping, all day long.

4. ITEMS IN A SERIES —, —, and —

* My favorite foods are tacos, pizza, and sushi.

Rule: use a comma after each item in a series.

THE OXFORD COMMA
ITEMS IN A SERIES

FANBOYS (COORDINATING CONJUNCTIONS)

|| Rule || Combine two complete thoughts (independent clauses) using a comma and a coordinating conjunction →

FANBOYS

For
And
Nor
But
Or
Yet
So

* I love oranges, but I hate orange juice.