

Thursday Notes
PUNCTUATION AND CAPITALIZATION

CAPITALIZATION

- Capitalize proper nouns and proper adjectives
- Capitalize the first word of each sentence.

SEMICOLON

- joins two clauses without a coordinating conjunction
 - He likes apples; she likes oranges.
 - He goes to Harvard; however, she goes to Yale.
- can be used in a series with commas for clarity
 - We went to London, England; Paris, France; Madrid, Spain; and Dublin, Ireland.

APOSTROPHE

- Use apostrophes to make words possessive and to make contractions.
- Do not use apostrophes to make words plural.
- Possessive pronouns do not use apostrophes. (*hers, its, ours, yours, etc...*)
- Be sure to have a real word before your apostrophe: *children's toys*, not *childrens' toys*.
- If the word is plural and ends in *s*, add apostrophe only: *dogs' owners*.
- Treat singular nouns ending in *s* just like any other singular noun: *boss's, Brutus's*.

UNDERLINING / ITALICIZING

- Underlining and italicizing are the same thing.
- Underline or italicize titles of long things: newspapers, magazines, CDs, movies, novels, plays, musical compositions, etc...
- Underline or italicize names of ships, planes, trains, and artwork.
- Underline or italicize foreign expressions.

QUOTATION MARKS

- Quote titles of short things: short stories, poems, songs, articles, episodes of TV shows, etc...
- Quote dialogue and words copied from other sources.
- Commas and periods that follow quoted words always go inside closing quotation marks. (I said, "Go Home!")
- Colons and semicolons that follow quoted words always go outside closing quotation marks. (We're "vegetarians"; we don't eat meat.)
- Use single quotation marks only to enclose quotes within a quote.
- Use double quotation marks in all other situations. (He's a real "team player.")

COMMAS (Rule numbers are significant for reference purposes only.)

1. adverb dependent clause*, independent clause (If it rains, we'll go inside.)

*adverb dependent clause = subordinating conjunction + subject + verb

COMMON SUBORDINATING CONJUNCTIONS

because	since	while
after	whenever	as if
until	before	when
as	if	although
though	even	
so that	unless	

2. independent clause—no comma—adverb dependent clause (We'll go inside if it rains.)

3. independent clause, cc** independent clause (Tony likes pizza, but Joe likes tacos.)

**coordinating conjunctions = FANBOYS

COORDINATING CONJUNCTIONS

for and nor but or yet so



4. subject verb—no comma—cc verb (Tony likes pizza but does not like vegetables.)

5. independent clause; independent clause (Tony likes pizza; Joe likes tacos.)

6. introductory participial phrase, (Running down the hall, he tripped and fell.)

7. introductory prepositional phrase, (After English class, we go to lunch.)

8. nonessential appositive, (We read *The Great Gatsby*, a novel, in class.)

9. nonessential adjective clause***, (Jane, who drives a red car, is nice.)

***adjective dependent clause = relative pronoun + subject + verb

RELATIVE PRONOUNS

that which who whom whose

10. items in a series (Please buy apples, oranges, and bananas. I like the warm, fuzzy blanket.)

11. noun of direct address, (Tom, would you hand me the phone? Please don't sit there, Rosie.)

12. day of the week, month date, year, (The baby is expected on Monday, February 7, 2005, in Pennsylvania.)

13. city, state, (We moved to Peachtree City, Georgia, in 1975.)

14. introductory word, (Well, I hope these rules come in handy. However, you must use them.)

15. interrupter, (These rules, I think, will help you if you use them.)