**8.2 P164 Commas used in a series**

Commas are used to separate three or more words in a series. A comma precedes the conjunction.

**8.3 P166 Comma with conjunctions**

A comma is use before the coordinating conjunctions *and, but* or *or* when two independent clauses are used to form a compound sentence.

**8.4 Direct Address and Yes and No**

Commas are used to separate words used in direct address. A noun in direct address names the person spoken to.

Commas are used after the words yes and no when either introduces a sentence.

**8.5 Apostrophes**

An apostrophe is used to show ownership or possession.

An apostrophe is used in a contraction to show where a letter or letters have been omitted.

Common contractions:

Aren’t = are not I’ve = I have

Can’t = cannot she’s = she is, she has

Don’t = did not there’s = there is, there has

Doesn’t = does not they’ve = they have

Hasn’t = has not wasn’t = was not

Haven’t = have not we’ll = we will

He’s = he is; he has we’re = we are

I’ll = I will we’ve = we have

I’m = I am won’t = will not

Isn’t = is not you’re = you are

It’s = it is; it has you’ve = you have

**8.6 p.172 Capitalization**

The first word of every sentence begins with a capital letter. A proper noun names a particular person, place , or thing.

**People**: Sally Ride; Copernicus; Aristotle

**Places**: Mercury, China

**Organizations:** Red Cross; United Nations

**Streets and Avenues**: Main Street; Elm Avenue

**Holidays**: Christmas, Labor Day

**Schools**: Latin School, St. Mark Catholic School

**Religious denominations**: Catholicism; Methodism; Catholics; Methodists

**Members of a political party:** Democrats; Republicans

**Days of the week:** Monday, Sunday

**Months of the year**: November

**8.7 p. 174 Title of Works**

A capital letter is used for the first letter of each important word in the titles of works. Articles, conjunctions, and short prepositions usually are not capitalized. They include *a, an, the, and, to, in, of*, and *from.* The first and last words of a title always begin with capitals.

**Book Title:** *The War of the Worlds* by H.G. Wells

**Play Title**: *Peter Pan by* J. M. Barrie

**Poem Title**: “Letter to the Moon” by Jane Yolen

**Magazine Title**: *National Geographic*

**Song Title**: “Celebration” by Kool and the Gang

**Movie Title**: *The Wizard of Oz*

**Artwork Title**: *Evening Star* by Georgia O’Keefe

**Sacred book title**: Bible, Koran, and Torah

**Article, short story, or essay title:** “Is There Life on Mars?”

**The first word of every line of most poetry and songs**.

Titles of books (except sacred books) plays, magazines, movies, and artwork are italicized when typed and underlined when handwritten. Titles of poems, stories, and magazine articles have quotation marks around them.

**P. 176 8.8 Other Uses of Capitalization**

* **The first word in a direct quotation**

Example: Nasa Officials reported, “The second Mars rover, Opportunity, has safely touched down.”

* **The directions *North, South, East* and West** when they refer to specific regions of the country.

Example: On our trip to the South, we watched the launch of the space shuttle from Cape Canaveral.

* **The pronoun *I***

Example: My family and I visited the Kennedy Space Center.

* **Titles that precede a person’s name**

Example: When he was elected, President Barack Obama became the country’s 44th president.

* **Initials in a person’s name.**

Example: H. G. Wells = Herbert George Wells

**P178 8.9 Abbreviations**

**Titles**

Sr. = Senior Jr. = Junior Dr. = Doctor

Rev.= Reverend Gov.= Governor Mr. = Mister

Mrs. =Missus Prof. =Professor Capt.=Captain

**Calendar**

Jan. = January Sept.= September Apr. =April

Sun.= Sunday Fri. =Friday Thurs.=Thursday

*May, June* and *July* are not abbreviated

**Time**

sec. = second min. = minute hr. = hour

a.m. = before noon p.m. = after noon

**Units of Measure**

in. = inch ft. = foot yd. = yard oz.= ounce

qt.= quart lb.= pound gal.= gallon

m = meter cm= centimeter km= kilometer l=liter

g = gram mg= milligram mm = millimeter

**Postal Abbreviations**

St. = Street Ave. = Avenue Rd.= Road

NJ = New Jersey ID = Idaho PA =Pennsylvania

TX = Texas

**P. 180 8.10 Direct Quotations**

A **direct quotation** is the exact words a person has spoken.

When a direct quotation comes at the beginning of a sentence, a comma is placed before it.

When the exact words of a speaker are divided, more than one comma is used to separate the quotation from the rest of the sentence. Use a capital letter for the first word of the direct quotation, but do not use a capital letter where the quotation continues.

When a question mark or exclamation point ends a quotation at the beginning of a sentence, a comma is not needed.

When a question mark or exclamation point is part of the direct quotation, it is placed inside the end quotation marks. When the question mark or exclamation point is not part of the quotation, it is placed outside the quotation marks.