

Grammar Keepers 101

Common Errors			Punctuation		Capitalization
two Proof: _____	there Proof: _____	know Proof: _____	Exclamation point at the end of an interjection.		I Proof: _____
to Proof: _____	their Proof: _____	you're Proof: _____	Apostrophes in possessions. (singular) Proof: _____	Apostrophes in possessions. (plural) Proof: _____	First word in a sentence Proof: _____
too Proof: _____	they're Proof: _____	a lot Proof: _____	Commas in a series. Proof: _____		Proper Nouns/Adjective *historical periods *official titles of people *geographical names Examples:
its Proof: _____	our Proof: _____	who's Proof: _____	Commas in a date. Proof: _____		
it's Proof: _____	are Proof: _____	whose Proof: _____	Commas between a city and state. Proof: _____		Opening and Closing of a Letter, Email or Text Examples:
we're Proof: _____	were Proof: _____	where Proof: _____			
Contractions					
couldn't wouldn't shouldn't Proof: _____		could've would've should've Proof: _____		won't Proof: _____	