

Grammar Keepers

Grammar & Conventions Standards

Capitalization

Standard	Writer's agreement examples	TEKS
First letter in a sentence	We capitalize the first letter of every sentence.	K-12
Proper nouns: names	We capitalize proper nouns that are specific names of people, places, and things.	K-12
Pronoun "I"	We capitalize "I" when it is a word that is talking about me.	1-12
Months, Days of week	We capitalize months of the year, like January, February, and March. We capitalize days of the week like Friday, Saturday, and Sunday.	2-12
Salutation & Conclusion of letter	We capitalize a greeting in a letter, like Dear ----, We capitalize the closing of a letter, like Sincerely ----,	2-12
Official titles of people	We capitalize official titles of people, like Doctor Gonzalez and Governor Abbott.	3-12
Holidays	We capitalize holidays like Thanksgiving, Christmas, and St. Patrick's Day.	3-12
Geographical names & places	We capitalize the names of cities, states, and geographical places like San Antonio, New York, and the Pacific Northwest.	3-12
First words- direct quotes (dialogue rules)	We capitalize the first word in dialogue that is a direct quote.	4-12
Historical periods, events, documents	We capitalize historical periods, events, and documents. Ex: The Great Depression, Battle of the Alamo, Constitution	4-12
Titles of books, stories, essays	We capitalize the first and last words in titles and every other word in a title except prepositions and articles.	4-12
Languages, races, nationalities	We capitalize languages of people such as English, Spanish, and French. We capitalize races of people such as Native American and Hispanic. We capitalize nationalities of people such as Korean and Russian.	4-12
Abbreviations, initials, acronyms, organizations	We capitalize the first letter in an abbreviation and add a period to the end to show it is a shortened word we use often. Ex. Doctor = Dr. We capitalize initials in a name. Every letter is capitalized and separated by a period. Ex. Robert Anthony Morales = R.A.M. We capitalize every letter in an acronym. Ex. United Nations = UN We capitalize every letter in organizations (except articles & prepositions). Ex. Parent Teacher Organization	5-12

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Punctuation

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Period - declarative sentences	We put a period at the end of every sentence that is a statement.	K-12
Exclamation point-exclamatory sentences	We put an exclamation point at the end of every sentence that shows a strong emotion. We put an exclamation point at the end of an interjection to show strong emotion. Ex. Stop!	1-12
Question mark-interrogative sentences	We put a question mark at the end of every sentence that asks a question.	1-12
Apostrophes		
Contractions	We use an apostrophe in the place of missing letters when we contract two words into one.	2-12
Possessives	We use an apostrophe to show possession.	3-12
Commas		
Letter salutation & closing	We follow the greeting of a letter with a comma. We follow the closing of a letter with a comma.	2-12
Items in a series	We use commas to separate items in a list.	2-12
In dates	When we write a date, we use a comma to separate the day and the year. Ex. March 15, 2021	2-12
Between cities & states	We use a comma to separate a city and a state.	3-12
Compound sentences	We use a comma to separate two independent clauses in a sentence. The comma is placed after the clause and before the coordinating conjunction.	3-12
Complex sentences	We use a comma to separate a dependent and independent clause in a sentence.	5-12
To set off words, phrases, clauses	We use a comma to separate a direct address from the rest of the sentence. We use a comma to separate a phrase or clause from the rest of the sentence. We use a comma before and after an appositive.	7-12
In nonrestrictive phrases & clauses	We use commas to separate a nonrestrictive phrase or clause in a sentence.	8-12
Quotation Marks		
In dialogue	We use quotation marks to show words being spoken out loud.	4-12
Other Punctuation		
Italics and underlining for titles and emphasis	We know that italics and underlining can mostly be used interchangeably. When we write by hand, we underline. When using a computer, we can use italics for emphasis.	5-12
Semicolon	We use a semicolon most often to join two independent clauses without a conjunction.	7-12
Colon	We use a colon to show there is an announcement or list coming.	8-12
Parentheses	We use parentheses to set off a word or phrase in our writing to give the reader additional information.	8-12

Spelling

Standard		TEKS
HFW/ Commonly used words		K-12
Commonly misspelled words		4-12
Special words		4-12
Commonly Confused Terms		
Its/it's		6-12
affect/effect		6-12
there/their/they're		6-12
to/two/too		6-12

Additional notes to remember about grammar & conventions instruction: