

Punctuation



Apostrophes-Contractions

When we contract two words, we shrink them into one word. Wherever we leave out letters, we mark that with an apostrophe, almost like we did surgery to cut them out and closed the wound with a tiny stitch-the apostrophe!

Two words	Cut it out	Contraction
Can not	Can not	Can't
I am	I am	I'm
We are	We are	We're
She is	She is	She's
They would	They would	They'd

Cut it out

Contractions

Find two words in each sentence that could make a contraction.
Draw a box around the words that can be cut out, and write the contraction above it.

- The girl did not leave her house until it stopped raining.
- He is the most courageous person I have ever met!

Underline the contraction in each sentence and write the two words that make up the contraction on top.

- I would've asked, but I'd have been embarrassed.
- They're going now, but I'll be late because I wasn't ready.

Write four sentences about a mistake you made. Be sure to include a contraction in each sentence.

Apostrophes-Possessions

Possessions mean that something belongs to something. We add an apostrophe s when there is possession. To prove that you need an apostrophe s, insert "of" between the two words; then read it to see if they sound like a possession.

Possession words	Add "of"	Read it
my dog's bowl	my dog's bowl <small>of</small>	bowl of my dog
the girl's doll	the girl's doll <small>of</small>	doll of the girl
Joe's car	Joe's car <small>of</small>	car of Joe
Mom's book	Mom's book <small>of</small>	book of Mom

Add "of"

Possessions

Fill in the blank with the possessive form of the word in parentheses.

- Are you going to _____ (Max) party?
- The _____ (elephant) trunk is so long!
- My _____ (teacher) desk is always neat.

Write an C if the underlined word is written correctly with an apostrophe, or an N if the underlined word needs an apostrophe.

_____ The baby's cry woke up the sleeping mother.

_____ I like Marias drawing the best.=

_____ Did you go to the principal's office?

Write four sentences about your friend's best qualities. Be sure to include possessives in each sentence,

Apostrophes-Plural Possessions

Plural possessions mean that something belongs to more than one of something.

- Add an apostrophe s to show possession (men's cars)
- If the word ends in s, take off the second s and leave the apostrophe (friends' parents)

To prove that you need an apostrophe, insert "of the" between the two words; then read it to see if they sound like a possession.
(it should sound like the boys' bikes, not boyziz bikes)

Possession words	Add "of the"	Read it
three boys's bikes	three boys ^{of the} s bikes	bikes of the three boys
classes's teachers	classes ^{of the} s teachers	teachers of the classes
children's toys	children's ^{of the} toys	toys of the children

Add "of the"

Possessions

Andrew wrote a journal entry about his favorite sport. Read his writing, then write the possessive form of the word on the line.

My favorite sport is football. When the _____ whistles blow,
coaches

it's time for the team to get to work! I like to see all the _____
players

teamwork. The team _____ job it is to score points is called the
members

offense. The defense has the job of keeping the other team from

scoring points. Every _____ goal is to win by scoring the most
teams

points. All the _____ uniforms have their name on the back so you
players

can tell who they are. My favorite football player is ~~99~~, J.J. Watt.

He is the best out of all the _____. Opposing _____
Texans quarterbacks

skills are no match for him! All of the _____ jerseys have
fans

99 on the back. When I become a football player, maybe someone will

want to wear my number!

No Apostrophes-Plurals

Plural means more than one of something. When you write any word that is plural and ends in s, don't add an apostrophe. To prove that you don't need an apostrophe, underline the plural word and write a (+1) over the word showing it is only a plural.

Underline plural word	Add "+1"
She has two <u>cats</u> .	She has two ⁽⁺¹⁾ <u>cats</u> .
My <u>friends</u> are the best!	My ⁽⁺¹⁾ <u>friends</u> are the best!
I bought new <u>pencils</u> .	I bought new ⁽⁺¹⁾ <u>pencils</u> .
<u>Girls</u> are better than <u>boys</u> .	⁽⁺¹⁾ <u>Girls</u> are better than ⁽⁺¹⁾ <u>boys</u> .

Singular

Plural

Kim wrote a journal entry about her friends. Read her writing. Find the plural words, and write a #1 over the top to prove they are written correctly.

My friends are the best! Sarah, Julian, and Lilly live in houses on my street.

We have been friends for five years. We like to ride our bikes together and play games. Sarah's favorite game is tag, but Julian and Lilly like checkers. In the summer, our families have cookouts in our backyards. Julian's house is my favorite because he has dogs and a pool! We have so much fun together. My friends always have my back, and we will always be buddies no matter what.

Write a few sentences about your friends. Be sure to use plurals and in your writing, and add the +1 to prove they are correct.

Commas in a Letter

When writing a friendly letter, we start with a greeting. This is called a salutation or an opening, and you must place a comma after it. When you finish writing a letter, you add a closing. You must also place a comma after the closing of letter.

Opening	Closing
Dear Aunt Marie,	Sincerely,
My dearest Frank,	With love,
Dear Mrs. Jones,	Regards,
Dear Friend,	Your friend,

Openings

Closings

Circle the correct opening or closing.

- | | | |
|----------------|---------------|---------------|
| • dear Sue, | Dear Sue | Dear Sue, |
| • Yours Truly | Yours truly, | yours truly, |
| • Dear dylan | Dear Dylan, | Dear Dylan |
| • Love, | love, | Love: |
| • Dear Ms. Lee | dear Ms. Lee, | Dear Ms. Lee, |

Write a friendly letter to someone describing your day. Remember to include a comma after the opening and closing of you letter.

Commas after Beginning Phrases/Clauses

Sometimes in a sentence, the main subject and verb is after a group of words. If these groups of words cannot stand alone as a sentence, then they are **phrases** or **clauses**. They should be separated by a comma. (If you listen to the sentence aloud, you hear a pause, and that is where the comma goes.)

Most of the time, the phrase or clause starts with an AAAWWWUBIS or a preposition.

AAAWWWUBIS	Preposition
after, although, as, when, where, while, until, because, if, since	above, across, after, against, along, among, around, at, before, behind, below, beneath, between, by, down, during, from, in, in front of, inside, into, near, on, on top of, out of, outside, over, through, to, toward, under, until, up
(beginning phrase) Ex - <u>When the rain stops</u> , we will go outside.	(beginning phrase) Ex - <u>Before you eat</u> , you must wash your hands.

To prove we need a comma, underline the phrase and write (beginning phrase) on top.

Rewrite these sentences and add beginning phrases followed by a comma.
Write your own sentences with a beginning phrase and comma under the flap.

We took a nap.

I ate quickly.

The tree grew..

Underline the beginning phrase, write (beginning phrase) on top, and add a comma.

- In the morning we eat a large breakfast.
- After we eat we get dressed and ready for the day.
- Before we leave we pack our supplies.
- When everyone is ready we hit the trail.
- Though it is a long hike we will have a great time!

Write at least 4 sentences with beginning phrases. Be sure to underline the beginning phrase, write (beginning phrase) on top, and add a comma after the phrase.

Commas in a Date

When we write out the date, we use commas to separate the day from the year.

Month and day

,

Year

(date)

Today is October 5, 2015.

(date)

His birthday is March 8, 2007.

(date)

The party is June 22, 2016.

Underline the entire date and write (date) on top to show you meant to place the comma there.

Month & day

,

Year

Circle the date that is written correctly.

- January 21, 1998 january 21, 1998 January, 21 1998
- April, 4, 2001 April 4 2001 April 4, 2001
- December 1 1854 December 1, 1854 December, 1 1854
- July 30 2015 July 30, 2015 July, 30, 2015
- November 9, 1921 november 9, 1921 November, 9 1921

Write the date correctly for the following holidays. Make sure to place the comma in the correct place.

Christmas Day in 2005

Valentines Day in 2016

April Fools Day in 1978

New Year's Day 2024

Your birthday 2015

Commas Between City & State

We use commas to separate a city and state.

City	,	State
(city, state) My aunt lives in <u>Austin, Texas.</u>		
(city, state) I can't wait to go to <u>Orlando, Florida!</u>		
(city, state) Would you live in <u>Anchorage, Alaska?</u>		

Underline the city and state and write (city, state) on top to show you meant to place the comma there.

City

,

State

Circle the city & state that is written correctly.

- Park City Utah Park, City Utah Park City, Utah
- Atlanta, Georgia atlanta, Georgia Atlanta Georgia
- San, Antonio, Texas San, Antonio Texas San Antonio, Texas
- Oakland, California oakland, california Oakland, california
- Portland Maine Portland, Maine portland, Maine

Write at least three places (city and state) you've been or want to go. Remember to write the comma in the place.

Quotations – Question Marks Inside

What is the problem?



“What is the problem?” he asked.

Or

He asked, “What is the problem?”

Many people get confused about whether or not punctuation marks go inside of quotation marks.

3 hints:

- Quotation marks are like word bubbles in comics. They let the reader know what words are being spoken out loud.
- If you draw a word bubble around these words (like in the picture above) the words in the bubble will end with the same kind of punctuation. In the example, it's a question mark.
- We don't usually use 2 punctuation marks in the same place, so if there's already a question mark, we don't need an additional comma or period.

Underline the question mark and write (? in “) to show we meant to write the question mark there.

Draw Word Bubble with
Question

Write with Quotation
Marks

Write the questions in the word bubbles using quotation marks correctly.

Where is the car?



Which one do you like best?



What is for lunch?



Write about a conversation you've had with a friend or adult using questions in quotation marks.

Quotations – Ending in Punctuation

You know I can see you.



1. She said, "You know I can see you."
2. "You know I can see you," she said.
3. "You know," she said, "I can see you."

Many people get confused about what punctuation goes inside and outside of quotation marks.

3 examples above:

1. If you draw a word bubble and put the spoken words inside, the words will end in some kind of punctuation. We end the quote with that punctuation, then show the end of the spoken words by using quotation marks.
2. If the words spoken out loud aren't the end of the whole sentence, don't end it with a punctuation mark. Change it to a comma and place quotation marks after the comma.
3. If you split the quote, use a comma (not a period) to end the first part of the quote and a comma before the continuation of the quote. It's all one sentence.

Underline the punctuation mark and write (word bubble) to show we meant to write the punctuation mark there.

Example 1

Punctuation mark inside the quotation marks.

Example 2

Punctuation mark outside the quotation marks

Example 3

Splitting the quote

Write the quote in the word bubble using the three examples. Don't forget to write (word bubble) over you punctuation to prove you meant to place it there.

Example 1:

Tomorrow is my birthday.



Example 2:

Example 3:

Write about a conversation you've had with a friend or adult using quotation marks. Try to use each of the three examples in your sentences.

Spelling



Silent e

What happens to the silent e at the end of words when we add a suffix? There's two rules we follow:

Adding suffixes that begin
with vowels
(-al, -ed, -ing, -able, -ate)

Drop the silent e from the
word and add the suffix

remove - removal
share - sharing
love - lovable

Adding suffixes that begin
with consonants
(-ful, -ly, -less, -ment)

Keep the silent e on the
word and add the suffix

care - careful
bare - barely
hope - hopeless

We write (silent e) on top of the word to prove we meant
to spell it that way.

Adding suffixes
that end in
vowels

Adding suffixes
that end in
consonants

Read the text below. Join the silent e word with the suffix and write the correct word in the blank.

I had never been so filled with + _____!
(excite & -ment)

My cousin from California was _____
(come & -ing)

to visit. No more _____ summer days,
(lone & -ly)

and no more _____ away doing chores.
(slave & -ing)

I had our activities all _____ up. After
(line & -ed)

Max's _____, we'd go - _____
(arrive & -al) (bike & -ing)

around the neighborhood, followed by _____
(take & -ing)

a dip in the pool. I _____ hoped he
(secrete & -ly)

was as _____ as I was to hang out!
(excite & -ed)

Words Ending in y

What happens to the y at the end of words when we make them plural? There are two rules we can follow.

Consonant before the y

Vowel before the y

Change the y to an i and add es

baby - babies
lady - ladies
country - countries

Keep the y on the word and add s

monkey - monkeys
toy - toys
holiday - holidays

We underline the word and write (y to i) on top to prove we meant to spell it that way.

Consonant
before the y
(drop the y, add -ies)

Vowel before
the y
(keep the y, add -s)

Read the text below. Fill in the blank with the correct plural form of the word in parenthesis. Don't forget to write (y to i) to prove your spelling.

My mom is not having just one baby, but two

! That means double the _____,

(baby)

(toy)

but also double the _____. My parents are

(cry)

decorating the room with _____ and

(cowboy)

_____ because the twins are _____.

(pony)

(boy)

I wanted _____ and _____, but

(fairy)

(butterfly)

Dad said that was for girls. I think they should

have painted a jungle on the wall because Mom

keeps calling them little _____!

(monkey)

Words Ending in Consonants

When a word ends in a consonant right after one vowel, we double the consonant before we add a suffix.

Examples:

hop - hopping spot - spotted hit - hitting

We underline the word and write (double) over it to show we meant to spell it that way.

Ex: I ^(double)grabbed my coat and ^(double)jogged outside.

Add a suffix to each word below and write a sentence using the new word. Make sure to spell it correctly.

sit

trap

stop

Read the text below.

Find a circle the words where the last consonant was doubled.

Safe and Sound

- The tiny bunny hopped across the forest floor
- As the sunny sky faded to grey.
- The thunder clapped loudly
- And he froze.
- The trees hummed,
- Begging the sky to open.
- The wind zipped through the branches,
- The bunny pinned its ears back nervously.
- A slight tapping sound rose
- As the clouds dropped rain.
- Frantically, the bunny began digging
- Before the ground was too muddy.
- As lightning was cutting across the sky,
- The bunny was dropping into the ground.
- Safe and sound.

i Before e

There is a simple rhyme for this spelling rule:

"i before E, except after C, or pronounced like an A, as
in neighbor and weigh."

Examples:

- thief, chief, belief, piece, relief
- After C – receive, perceive, conceive
- Like A – neighbor, weigh

We underline the word and write (i before e) on top to show
that we meant to spell it that way.

I before E

After C

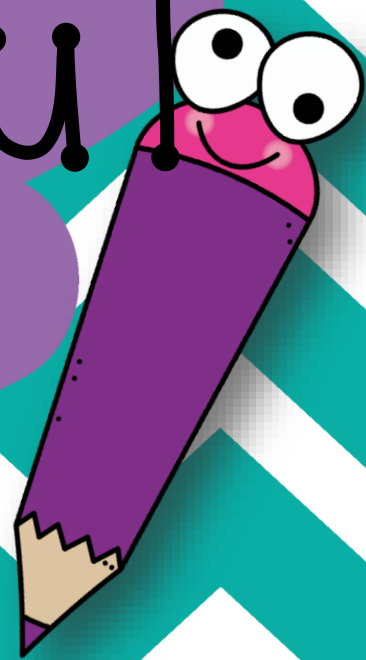
Like A

Use the rhyme to decide if *ie* or *ei* goes in the blank.

1. My n____ghbor bel____yes he can ach____ve almost anything.
2. N____ther the dog nor the cat w____ghs more than our pet turkey.
3. When my fr____nd drinks too much caff____ne, he starts acting w____rdly!
4. Clare hopes to rec____ve a job after the interv____w.
5. Our v____ns move blood to and from the heart.

Write at least three sentences that contain words with *ie* or *ei*.
Use the rhyme to help you spell them.

Sentence
Wringer
&
Paragraph
Overhaul



Psst! Statement

Many people aren't positive about what makes a complete, correctly written sentence. Here's a step you can take to make sure you have a real sentence between the capital and the period.

The Psst! Test

Imagine someone walking up to you and saying the sentence out of the blue. Does it make a statement?

Ask a classmate!

Ex:

You: Psst David!

David: What?

You: In the mall.

[If it makes a statement, keep it!
If you didn't tell your classmate something, it's a fragment and needs revising!]

Using the Psst! Test, determine if the following sentences are statements or fragments. If they are fragments, rewrite them to make them complete statements under the flap.

I like to eat spaghetti.

Because she was late.

When the teacher leaves.

I ran.

The black dog.

She had hair.

They left quickly.

And a pencil.

Joining Sentences Legally

When we have two or more sentences, we have to look at what joins them. There are three ways to connect sentence together correctly.

1. Conjunction – any FANBOY will work
(for, and, nor, but, or, yet)
2. Semicolon – there should be complete sentences on either side
3. Break apart – put a period after the first sentence and start a new sentence

Ex:

We had dinner and it was good.

We had dinner; it was good.

We had dinner. It was good.

Fix the run-on sentence below by using each of the 3 ways to join sentences legally.

I slept in my new bed it was so comfortable.

Conjunction

Semicolon

Break apart

Joining Sentences Illegally

When we have two or more sentences, we have to look at what joins them. Sometimes people join sentence incorrectly. There are two main ways to join sentences illegally.

1. Thin air – run on sentences
2. Comma – no conjunction

Ex:

Sam is here. Julian is at home. ✓
Sam is here Julian is at home. ✗
Sam is here, Julian is at home. ✗

Determine how the sentences are joined, and write T for thin air, or C for comma. Rewrite the sentences, joining them legally under the flap.

___ I like pizza, I do not like hot dogs.

___ Brent was late he did not get in trouble.

___ No one was home they were at the lake.

___ Blue is my favorite color, purple is a nice color too.

Sentence Wringer Practice

Now that you know all three parts of the sentence wringer, we can put them together to check any sentence from capital to period.

- If the sentence doesn't pass the first two questions, it's definitely a fragment and needs to be fixed.
- If it doesn't pass the third, it's a run-on sentence and needs to be fixed

1. Statement? (The Psst! Test)
2. Is there a verb? (I ____, you ____, he ____)
3. If there is more than one sentence, how are they joined? (Legally or illegally)

conjunction
semicolon
break apart



thin air
comma



Use the Sentence Wringer to determine if the sentence is complete sentence or needs to be fixed. If it does not pass all three questions, correct it and rewrite it under the flap.

We went home.

____ Statement?
____ Verb?
____ How many?
____ legally
____ illegally

The furry cat.

____ Statement?
____ Verb?
____ How many?
____ legally
____ illegally

I ran, I was fast.

____ Statement?
____ Verb?
____ How many?
____ legally
____ illegally

Paragraph Overhaul

When we want to check if the sentences in our paragraph are written correctly, we use the Paragraph Overhaul. We take the paragraph apart, check each part, fix or replace the broken parts, and then put it back together.

Paragraph Overhaul Steps:

1. List the sentences, just as they are.
Write each sentence on its own line
2. Use the Sentence Wringer on each line and fix any incomplete sentences.
Sentence?
Verb?
How many?
Legally
Illegally
3. Write the fixed sentences in paragraph form

Paragraph Overhaul Practice

I played a soft song. On my piano.
It's hard playing with two hands. It gets
easier you have to practice.

1.

2.

3.

4.

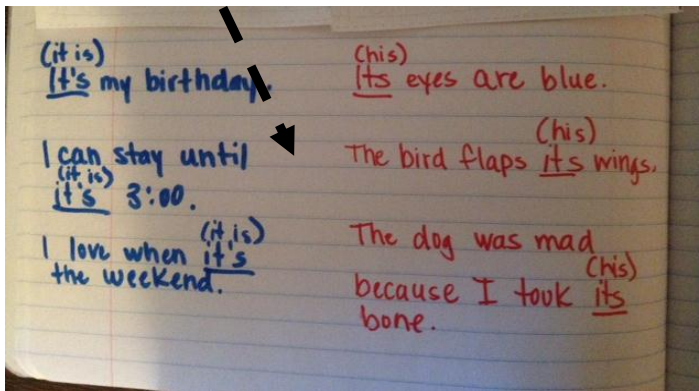
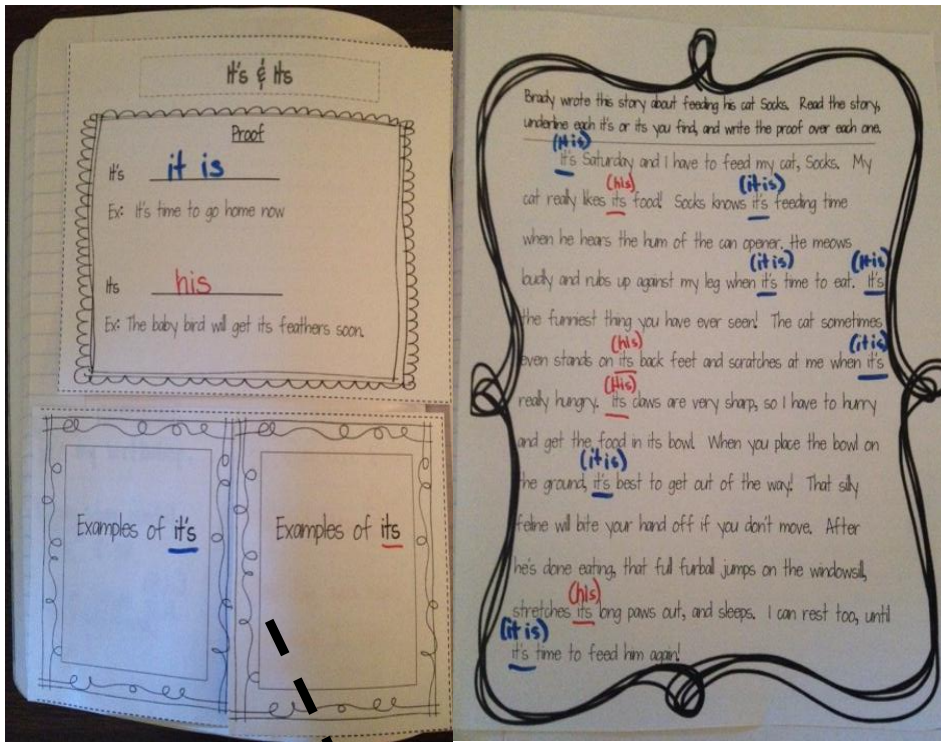
1.

2.

3.

4.

Write
them in
paragraph
form



it's vs its

Proof

It's = _____

Ex: It's time to go home now

Its = _____

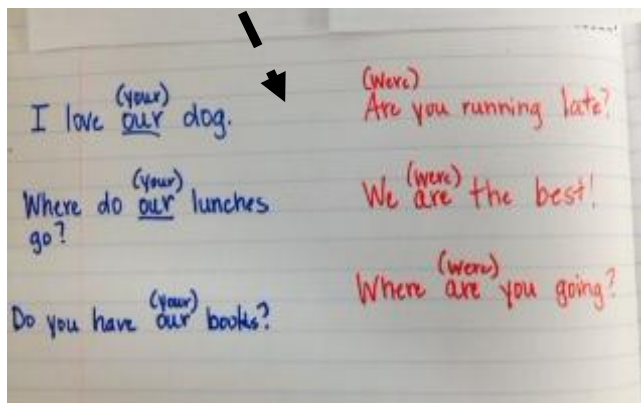
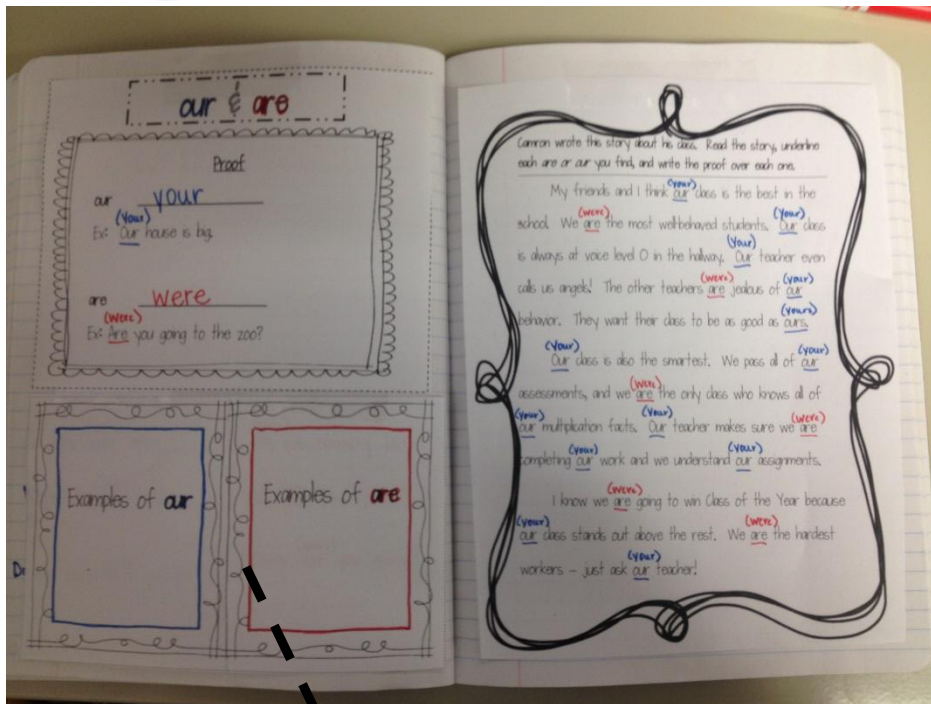
Ex: The baby bird will get its feathers soon.

Examples of it's

Examples of its

Brady wrote this story about feeding his cat Socks. Read the story, underline each it's or its you find, and write the proof over each one.

It's Saturday and I have to feed my cat, Socks. My cat really likes its food! Socks knows it's feeding time when he hears the hum of the can opener. He meows loudly and rubs up against my leg when it's time to eat. It's the funniest thing you have ever seen! The cat sometimes even stands on its back feet and scratches at me when it's really hungry. Its claws are very sharp, so I have to hurry and get the food in its bowl. When you place the bowl on the ground, it's best to get out of the way! That silly feline will bite your hand off if you don't move. After he's done eating, that full furball jumps on the windowsill, stretches its long paws out, and sleeps. I can rest too, until it's time to feed him again!



our & are

Proof

our = _____

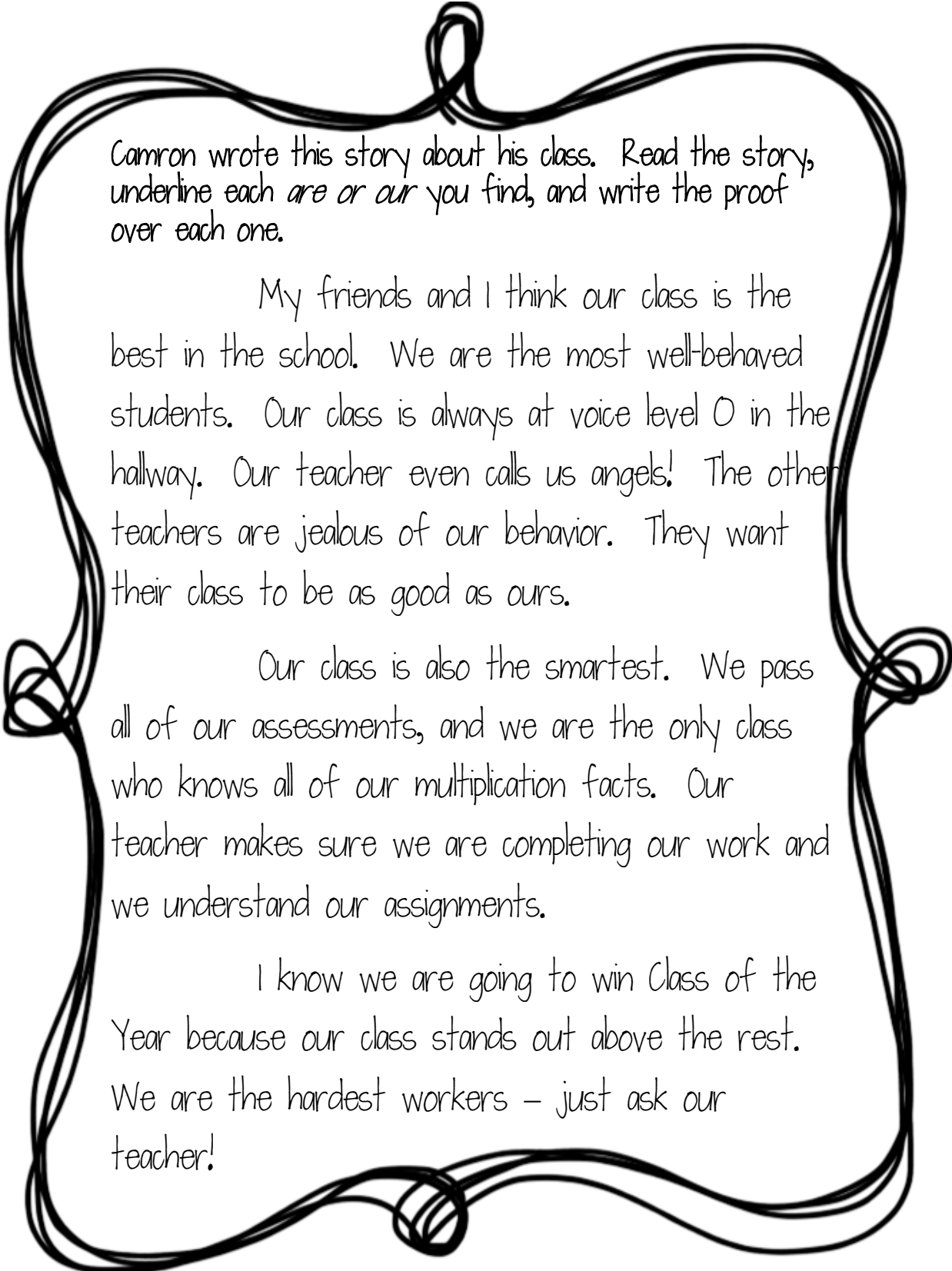
Ex: Our house is big.

are = _____

Ex: Are you going to the zoo?

Examples of our

Examples of are

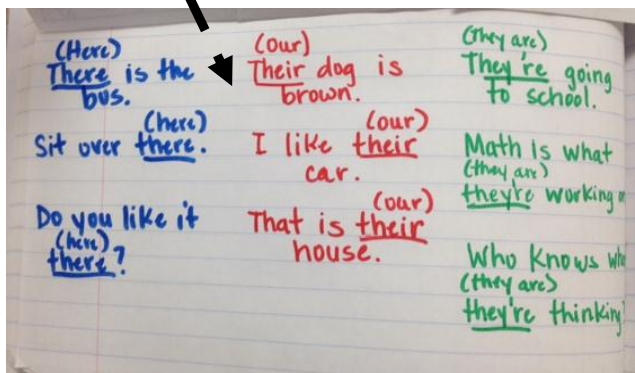
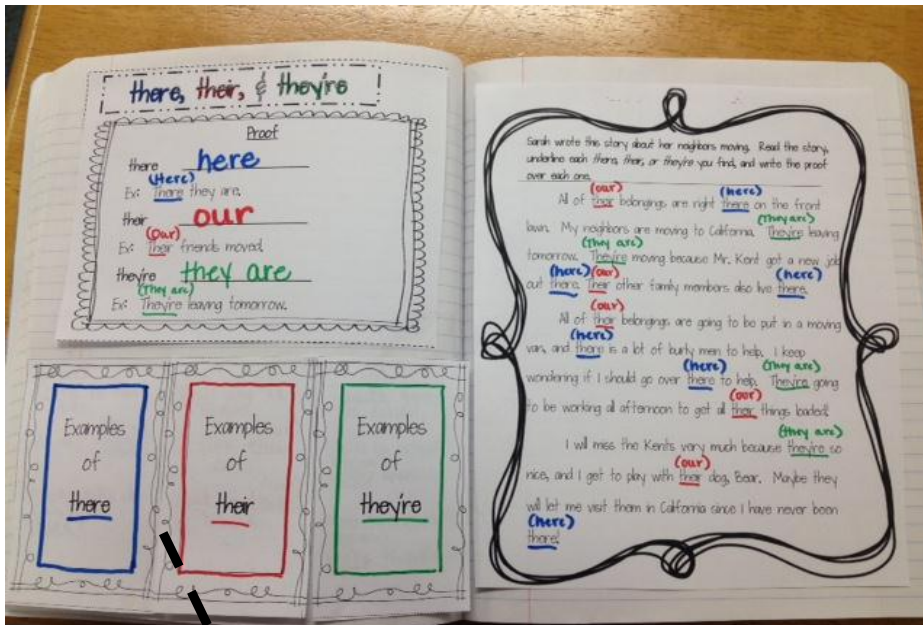


Camron wrote this story about his class. Read the story, underline each *are* or *our* you find, and write the proof over each one.

My friends and I think our class is the best in the school. We are the most well-behaved students. Our class is always at voice level 0 in the hallway. Our teacher even calls us angels! The other teachers are jealous of our behavior. They want their class to be as good as ours.

Our class is also the smartest. We pass all of our assessments, and we are the only class who knows all of our multiplication facts. Our teacher makes sure we are completing our work and we understand our assignments.

I know we are going to win Class of the Year because our class stands out above the rest. We are the hardest workers – just ask our teacher!



there, their, & they're

Proof

there = _____

Ex: There they are.

their = _____

Ex: Their friends moved.

they're = _____

Ex: They're leaving tomorrow.

Examples
of
there

Examples
of
their

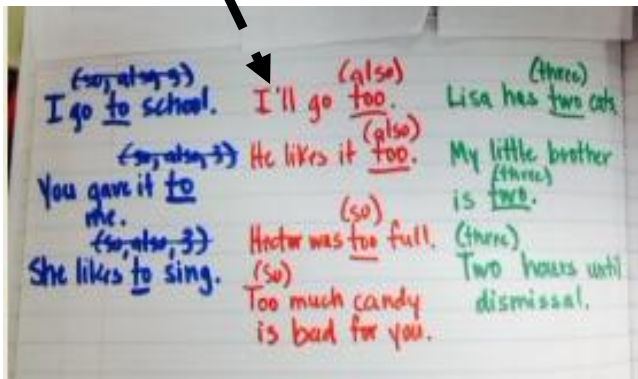
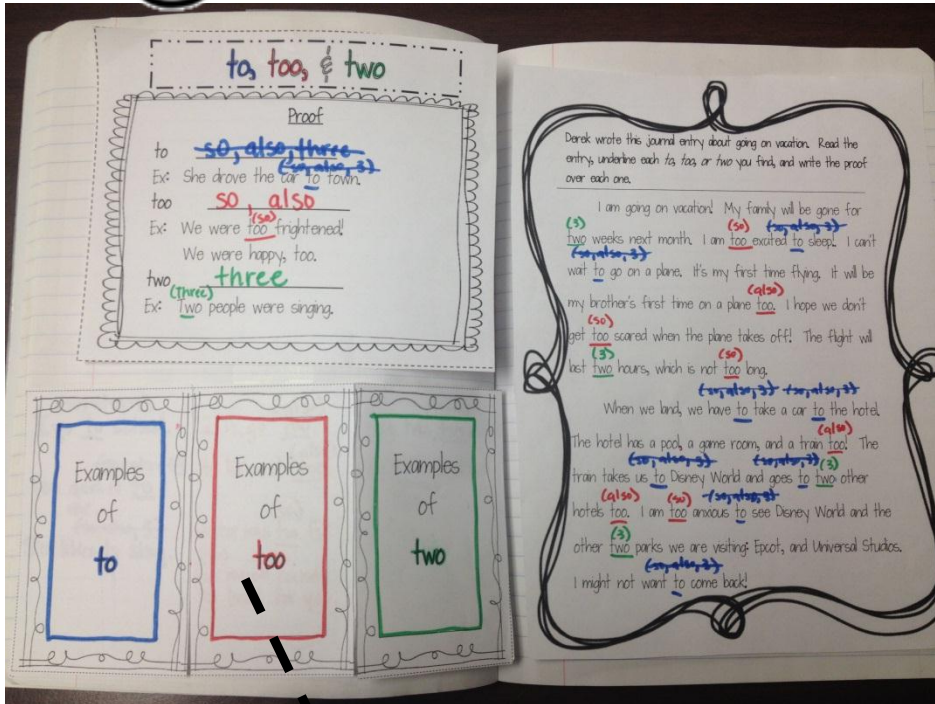
Examples
of
they're

Sarah wrote this journal entry about her neighbors moving. Read the story, underline each *there*, *their*, or *they're* you find, and write the proof over each one.

All of their belongings are right there on the front lawn. My neighbors are moving to California. They're leaving tomorrow. They're moving because Mr. Kent got a new job out there. Their other family members also live there.

All of their belongings are going to be put in a moving van, and there is a lot of burly men to help. I keep wondering if I should go over there to help. They're going to be working all afternoon to get all their things loaded!

I will miss the Kents very much because they're so nice, and I get to play with their dog, Bear. Maybe they will let me visit them in California since I have never been there!



to, too, & two

Proof

to = _____

Ex: She drove the car to town.

too _____

Ex: We were too frightened!
We were happy, too.

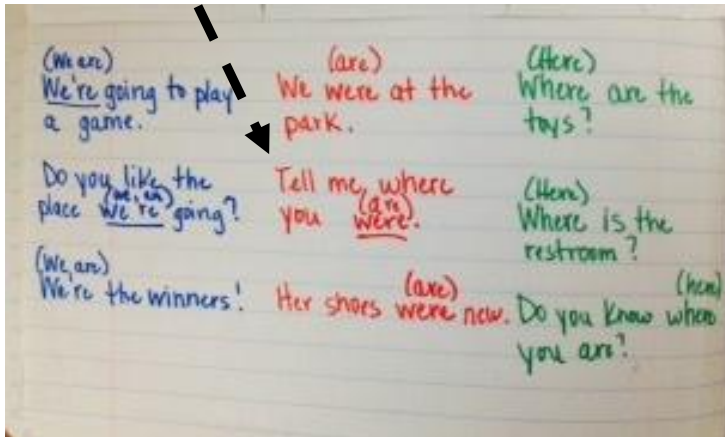
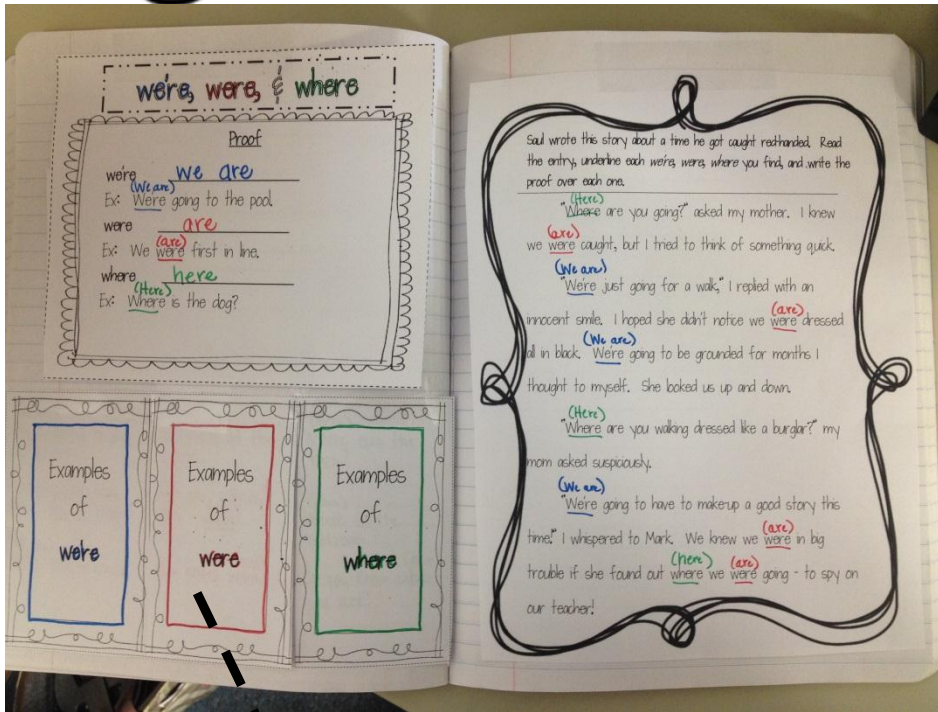
two = _____

Ex: Two people were singing.

Examples
of
to

Examples
of
too

Examples
of
two



wé're, were, & where

Proof

wé're = _____

Ex: We're going to the pool.

were _____

Ex: We were first in line.

where _____

Ex: Where is the dog?

Examples
of
wé're

Examples
of
were

Examples
of
where

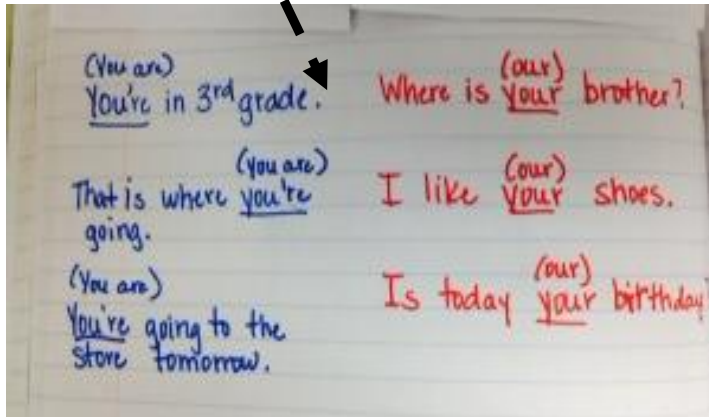
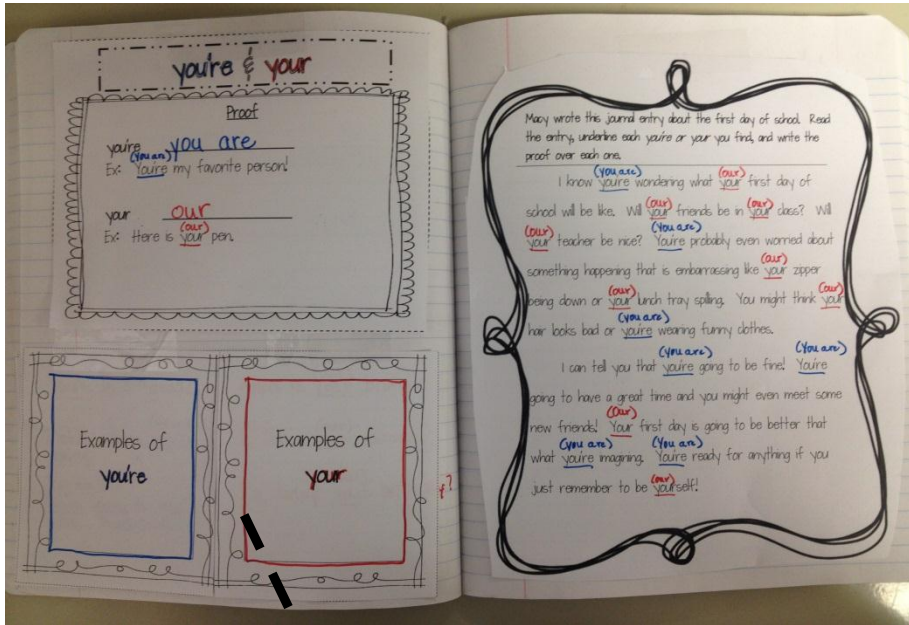
Saul wrote this story about a time he got caught redhanded. Read the entry, underline each *we're*, *were*, *where* you find, and write the proof over each one.

"Where are you going?" asked my mother. I knew we were caught, but I tried to think of something quick.

"We're just going for a walk," I replied with an innocent smile. I hoped she didn't notice we were dressed all in black. We're going to be grounded for months I thought to myself. She looked us up and down.

"Where are you walking dressed like a burglar?" my mom asked suspiciously.

"We're going to have to make-up a good story this time!" I whispered to Mark. We knew we were in big trouble if she found out where we were going - to spy on our teacher!



you're & your

Proof

you're = _____

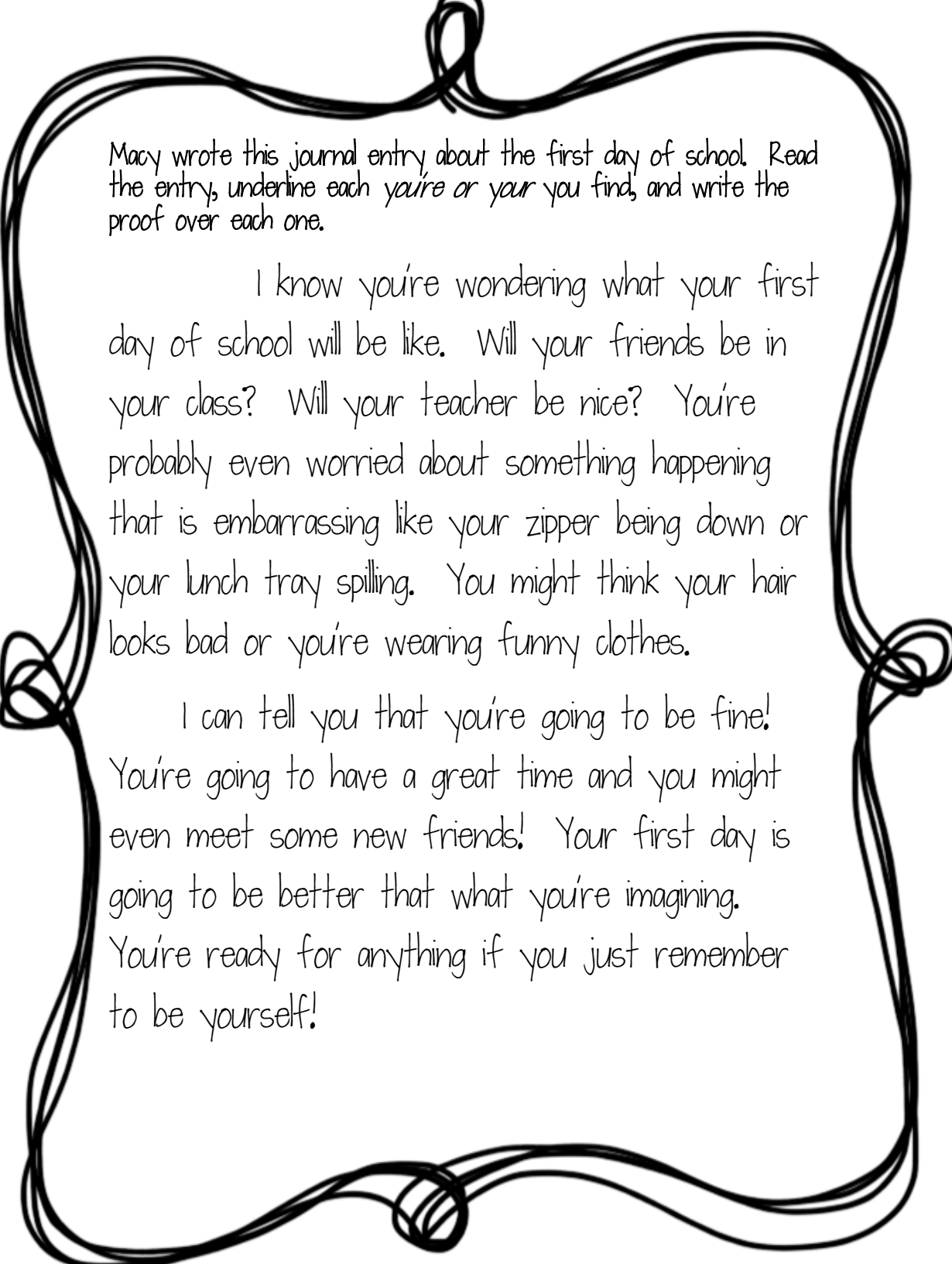
Ex: You're my favorite person!

your = _____

Ex: Here is your pen.

Examples of
you're

Examples of
your



Macy wrote this journal entry about the first day of school. Read the entry, underline each *you're* or *your* you find, and write the proof over each one.

I know you're wondering what your first day of school will be like. Will your friends be in your class? Will your teacher be nice? You're probably even worried about something happening that is embarrassing like your zipper being down or your lunch tray spilling. You might think your hair looks bad or you're wearing funny clothes.

I can tell you that you're going to be fine! You're going to have a great time and you might even meet some new friends! Your first day is going to be better than what you're imagining. You're ready for anything if you just remember to be yourself!