

# Using Capital Letters

Days of the week, months of the year, and holidays begin with capital letters.

The first day of **January** is **New Year's Day**.

**Titles** for people and their abbreviations begin with capital letters.

Every year **Mr. Lewis** has a big party.



**Find** the words that need capital letters. **Write** the words correctly on the line.

1. The last monday in may is memorial day.

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2. This year the fourth of july is on a friday.

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3. We always go to the barbecue at mr. Garcia's house.

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4. What holiday is on the fourth thursday in november?

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5. I saw dr. Martin and ms. Chang at the thanksgiving party.

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# Quotation Marks

Quotation marks (“ ”) show the beginning and ending of the words someone says. Begin a quotation with a capital letter. The speaker’s name and words such as **said** or **asked** are not inside the quotation marks.

“What is a symbol?” asked Kim.

“A symbol is something that stands for something else,”  
Jerome said.

Add quotation marks to each sentence.

1. What is a symbol of our country? asked Emma.

2. David said, Our flag is a symbol.

3. The bald eagle is a symbol too, said Liam.

4. Miki asked, Why is the bald eagle a symbol?

5. Sasha said, The bald eagle is strong and free,  
and so is the United States.

6. Let’s find out more about the bald eagle, Alan said.



# Prepositions

A **preposition** is the first word in a **prepositional phrase**.

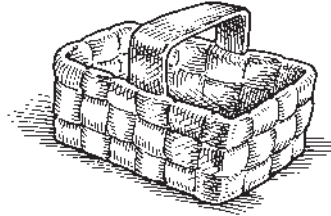
What is **in** the birthday basket?

The preposition shows more about the rest of the sentence.

Cecilia filled the basket **with care**.

Tía will come **in the morning**.

The cat sits **on the book**.



## Common Prepositions

about	across	after	around	at
before	below	between	by	during
except	for	from	in	into
near	of	on	onto	out
over	through	to	under	until
upon	with			

**Write** the preposition in ( ) that completes each sentence.

1. Cecilia made a basket (out, for) Tía. \_\_\_\_\_
2. She put a book (in, except) the basket. \_\_\_\_\_
3. Tía brings tea (across, at) night. \_\_\_\_\_
4. Tía sits outside (from, during) warm days. \_\_\_\_\_
5. Tía looked (under, onto) my bed. \_\_\_\_\_
6. The cat jumped (until, into) the basket. \_\_\_\_\_

# Using Commas

**Commas** are used in addresses:

212 S. Oak Lane  
Tucson, AZ 85742



**Commas** are used in dates:

January 31, 1929  
Tuesday, June 14

**Commas** are used to begin and end a letter:

Dear Anna,  
Love,  
Kryisia

**Commas** are used to separate three or more things in a sentence.

Kryisia wrote letters to Anna, Paul, and Aunt Beth.

**Add commas where they are needed.**

124 Maple Street  
Syracuse NY 13210  
June 24 2009

Dear Jaime

I am at my grandparents' ranch in Colorado. We come here every June. We swim fish and hike. I see all my cousins aunts and uncles. It is great. See you soon.

Your friend  
Tim

# Commas in Compound Sentences

Sometimes two simple sentences have ideas that go together. These sentences can be combined using a comma and a conjunction or connecting word, such as **and** or **but**. The combined sentence is called a **compound sentence**.

Every year our school has an election. Everyone votes.  
Every year our school has an election, and everyone votes.

We thought Thomas would win. Grace tried anyway.  
We thought Thomas would win, but Grace tried anyway.

**Use** the word in ( ) and a comma to combine each pair of sentences. **Write** the new sentence on the lines.

1. Polls were taken. Voters made their choices. (and)

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2. Alabama voted for Thomas. Arizona voted for Grace. (but)

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3. She won the election. I was glad that she did. (and)

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