

CAPITALIZING NATIONALITIES AND LANGUAGES

Many nationalities and languages are formed from the name of a country. It's easy to remember to capitalize such similar words: *Germany/German*. But sometimes the words for the nationality or the language are different from the name of the country. People from Holland are called Dutch, for example. And many people from China speak Mandarin. No matter what the nationality or language, always capitalize it. Doing so is a way of showing respect for everyone's culture. Also, in compound nationalities, both words should be capitalized: *Asian American*.

Directions: Below is a table that lists some of the countries, nationalities, and languages of the imaginary planet Blarg. First, complete the table by creating names for the missing countries, nationalities, and languages. Then, use the information in the table to write a short informational report about the inhabitants of Blarg. Be sure to use correct capitalization in your writing.



THE INHABITANTS OF PLANET BLARG		
Country	Nationality	Language
Quox	Quoxian	Quoxalian
Tang		Tanglish
	Hunji	
Narkasia		
	Sentonian	Sentonese
Uffdanistan		
	Beelorian	
Jummalo		
	Deshianese	

Name: _____

Date: _____

CAPITALIZING A BUSINESS LETTER

A business letter is normally written to a place of business or to a professional. A business letter has six parts and each requires certain capitalization.

The **heading** is your address and the current date. Follow the heading with the **inside address**, which is the address you are sending your letter to. In both the heading and the inside address, capitalize the person's name, his or her title, the name of the company, names of streets, buildings, and the city, and the two-letter abbreviation for the state.

Next comes the **greeting** to the person to whom you are writing. Capitalize the first word and any proper names. Follow it with a colon. After the greeting, write the **body**, or main part, of the letter. Follow all the normal rules of capitalization.

The **closing** follows the body. It is the short expression that brings the letter to a close. Capitalize the first word: *Very truly yours*, *Best regards*. Follow the closing with a comma and then add the **signature line**, which is your name, written in cursive or printed.

Directions: This business letter has not been capitalized. Cross out each word or name that should be capitalized and write it correctly above.

1342 fordon place
minneapolis, mn 55555
july 23, 2005

miguel nunez, customer service representative
new tech video games
397 kennedy plaza
omaha, ne 55555

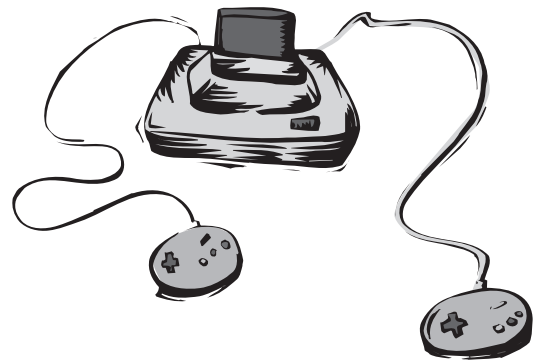
dear mr. nunez,

on june 2 of this year, i purchased wizardmania, a video game made by your company. after playing it for about five weeks, the game began freezing up on me. the only way i could continue playing was to shut down the game system and start over. of course, every time i did this, i lost my score, which was very frustrating. i returned the game to the discount store where i purchased it, but they told me that since it had been more than 30 days, i would have to deal with the company directly.

i am writing this letter to ask if you would please consider replacing this defective game. i still have the receipt and would be glad to send it with the defective game. thank you.

sincerely yours:

joshua bertini



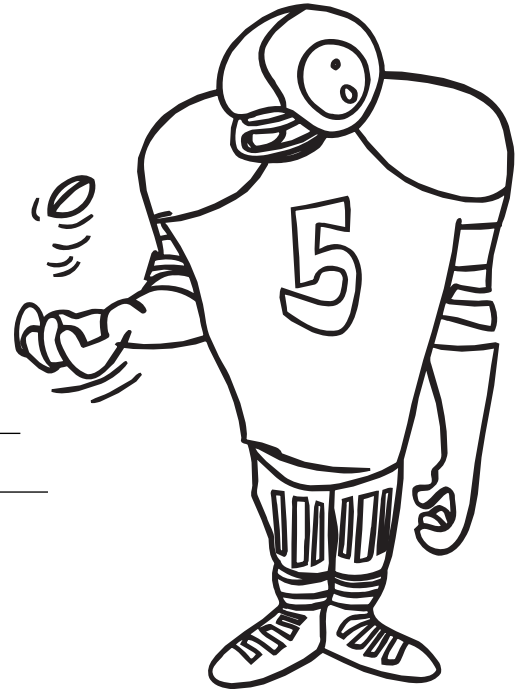
Name: _____

Date: _____

MORE ABBREVIATIONS

Directions: Write the abbreviation for each word or phrase. Use a dictionary if you need help.

1. Limited _____
2. Certified Public Accountant _____
3. centimeter _____
4. compact disc _____
5. National Football League _____
6. revolutions per minute _____
7. Captain _____
8. National Broadcasting Corporation _____
9. National College Athletic Association _____
10. Colorado _____
11. individual retirement account _____
12. Future Farmers of America _____
13. horsepower _____
14. United Nations Children's Fund _____
15. Chief Executive Officer _____



Directions: Write the word or words these abbreviations stand for. Use a dictionary if you need help.

- | | |
|-----------------|----------------|
| 16. Jr. _____ | 21. CIA _____ |
| 17. mph _____ | 22. Inc. _____ |
| 18. p. m. _____ | 23. K.O. _____ |
| 19. MO _____ | 24. oz. _____ |
| 20. rt. _____ | 25. KY _____ |

Name: _____

Date: _____

USING END MARKS

A sentence is a group of words that expresses a complete thought. Every sentence must have an end mark. There are four kinds of sentences.

SENTENCE TYPE	FUNCTION	END MARK	EXAMPLE
Declarative	make a statement	period	I like math. Mr. Gardner is a good teacher.
Interrogative	ask a question	question mark	Did you see that show? What was the name of it?
Imperative	give an order	period or exclamation mark	Wait right here. Make yourself at home.
Exclamatory	express strong emotion	exclamation mark	What a disaster! This is terrible!

Directions: Read each sentence and label it according to its type: *Declarative*, *Interrogative*, *Imperative*, or *Exclamatory*.

1. That's a nice painting. _____
2. Do the plants need to be watered? _____
3. Please, come in and sit down. _____
4. It's freezing in here! _____
5. I thought you were going to go home. _____
6. Should I wash these blankets now? _____
7. Time is running out for this fabulous sale. _____
8. What is that guy doing over there? _____
9. What a relief! _____
10. Hang your coats in the closet. _____
11. Look before you leap. _____
12. Where is Belarus? _____
13. I've never even seen it on a map. _____
14. Howard got lost on his way to the airport. _____
15. This almanac is out of date. _____
16. Never count your chickens before they're hatched. _____
17. How annoying he is! _____
18. Whose turn is it to wash the dishes? _____
19. I think everyone should pitch in and help. _____
20. Keep up the good work, Kyle. _____



Name: _____

Date: _____

USING PUNCTUATION WITH INTERJECTIONS AND INTRODUCTORY WORDS

Interjections are words that show emotion. An interjection that shows a strong feeling may stand alone and end with an exclamation point. An interjection that shows a milder feeling may appear at the beginning of a sentence, followed by a comma.

Oh, no! The door is locked and we can't get out!

Oh, I was turning the knob the wrong way. Never mind.

COMMON INTERJECTIONS

Hurray	Aha	Brr	Whew
Good grief	Oh	Grr	Wow
Hey	Oh, no	Oops	Ugh
Ah	Uh-oh	Ouch	Yuck

Introductory words such as *yes*, *no*, and *well* are often used at the beginning of a sentence. They should be followed by a comma.

Yes, it was my mistake. Well, I really did think we were trapped!

Directions: Add the correct punctuation after each interjection or introductory word.

1. Yum _____ This is delicious pasta sauce.
2. Ouch _____ I bonked my head on the nightstand.
3. Aha _____ Here's the secret door we've been searching for.
4. Oh, no _____ Arturo left his backpack sitting on the park bench.
5. Hey _____ Come back here with my shoe, Muttley!



Directions: Complete each sentence by adding an appropriate interjection or introductory word and punctuation.

6. _____ They need to turn up the heat in here.
7. _____ I'm so relieved that you finally found your cat.
8. _____ Kelly sure has a nice singing voice.
9. _____ I love getting a foot massage after a long day.
10. _____ I'm so mad that we missed the concert.
11. _____ this is the perfect weather for a day at the beach.
12. _____ I'm tired of playing this computer game.
13. _____ the crust of this pizza is all soggy.
14. _____ I just figured out how this machine works.
15. _____ you tracked mud on the clean floor.



Name: _____

Date: _____