

Grammar and Mechanics Handbook

Grammar

Adjectives

An adjective points out or describes a noun.

This fruit is **delicious**.

Adjectives That Compare

Most adjectives have three degrees of comparison: positive, comparative, and superlative.

The positive degree of an adjective shows a quality of a noun.

The meerkat is **cute**. The giraffe is **tall**.

The comparative degree of an adjective is used to compare two items or two sets of items. It is often used with *than*. To form the comparative degree, *-er* is often added to an adjective.

The meerkat is **cuter** than the warthog.

The giraffe is **taller** than the okapi.

The superlative degree of an adjective is used to compare three or more items or sets of items. To form the superlative degree, *-est* is often added to an adjective.

The meerkat is the **cutest** animal in the zoo.

The giraffe is the **tallest** animal in Africa.

Some adjectives that compare have special forms.

This painting is **good**.

Her painting is **better** than mine.

Micah's is the **best** painting of all.

The baby isn't feeling **well** today.

She felt **worse** yesterday.

She felt **worst** of all on Sunday.

We had a **bad** storm yesterday.

It was a **worse** storm than the one last week.

The **worst** storm we had was in December.

More, most, less, and least are used with adjectives of three or more syllables and with some adjectives of two syllables.

Carla is a **more careful** worker than Luis.

Lindsey is **less careful** than Carla.

Marta is the **most intelligent** student in class.

She is also the **least gullible** student.

The comparative adjectives *fewer* and *fewest* are used with plural nouns that can be counted. The comparative adjectives *less* and *least* are used with plural nouns that cannot be counted.

I have **fewer** pencils than he.

I have **less** experience.

Mark has the **fewest** pens.

Bo has the **least** curiosity.

Adjectives That Tell How Many

Some adjectives tell how many or about how many.

Only **six** members came to the meeting. A **few** members were sick.

Some adjectives tell numerical order.

I finished reading the **sixth** chapter.

Articles

The articles *the, a, and an* point out nouns. *The* is the definite article. It points out a specific person, place, or thing. *A* and *an* are indefinite articles. They point out any one of a class of people, places, or things. Use *a* before a consonant sound and *an* before a vowel sound.

The man ate **a** peach and **an** apple.

When two or more nouns joined by *and* refer to different people, places, or things, use an article before each noun. When two or more nouns joined by *and* refer to the same person, place, or thing, use an article before the first noun only.

The coach and **the** players celebrated their win.

The teacher and coach is Mr. Simmons.

Demonstrative Adjectives

Demonstrative adjectives point out a specific person, place, or thing. The demonstrative adjectives are *this, that, these, and those*.

Singular	Plural
this flower	these bushes
that flower	those bushes

Grammar

This and *these* point out things or people that are near. *That* and *those* point out things or people that are farther away.

This flower is red. (singular and near)

Those bushes are tall. (plural and far)

Descriptive Adjectives

A descriptive adjective tells more about a noun. It can tell how something looks, tastes, sounds, feels, or smells. It can tell about size, number, color, shape, or weight.

A descriptive adjective often comes before the noun it describes.

A **tall** tree stood near the **red** barn.

A descriptive adjective can follow a linking verb as a subject complement. It describes the subject of the sentence.

The tree near the red barn was **tall**.

Interrogative Adjectives

An interrogative adjective is used to ask a question. The interrogative adjectives are *what*, *which*, and *whose*. An interrogative adjective comes before a noun.

What movie did you see?

Which theater did you go to?

Whose car did you take?

Possessive Adjectives

A possessive adjective shows who or what owns something. A possessive adjective is used before a noun. The possessive adjectives are *my*, *your*, *his*, *her*, *its*, *our*, and *their*.

I have **my** camera, and Lucy has **her** cell phone.

Proper Adjectives

Proper adjectives are formed from proper nouns. A proper adjective always begins with a capital letter.

When we went to China, I ate **Chinese** food.

Adverbs

An adverb tells more about a verb. Many adverbs end in *ly*.

An adverb of time tells when or how often something happens.

I went to the mall **yesterday**. I **sometimes** go to the toy store.

An adverb of place tells where something happens.

I went **outside** after dinner. I played **there** until it was dark.

An adverb of manner tells how something happens.

My new skateboard goes **fast**. I ride it **gracefully**.

Adverbs That Compare

An adverb can compare the actions of two or more people or things. To compare the actions of two people or things, *-er* is often added to an adverb. To compare the actions of three or more people or things, *-est* is often added to an adverb.

Sam went to bed **later** than Henry. Luke went to bed **latest** of us all.

Some adverbs that compare use *more* and *most*. Use *more* and *most* with adverbs ending in *ly* and with adverbs of three or more syllables.

Sam answered **more sleepily** than Henry.
Luke answered **most sleepily** of us all.

Negative Words

Some adverbs form negative ideas. Use *not*, *n't* for *not* in a contraction, or *never* to express a negative idea. Do not use more than one negative word in a sentence.

He will **not** be ready on time. He **can't** find his sneakers.
He **never** remembers where he left them.

Relative Adverbs

The relative adverbs are *where*, *when*, and *why*. *When* and *where* are used at the beginning of an adjective clause to modify a time or a place.

The house **where** my father grew up is being torn down.

Why is used at the beginning of an adjective clause to explain a reason for something.

Tell me **why** your project will be late.

Antecedents

The noun to which a pronoun refers is its antecedent. A pronoun must agree with its antecedent in person and number. The pronouns *he*, *him*, and *his* refer to male antecedents. The pronouns *she*, *her*, and *hers* refer to female antecedents. The pronouns *it* and *its* refer to animals or things. See NUMBER, PERSON.

Clauses

A clause is a group of words that has a subject and a predicate.

Adverb Clauses

An adverb clause is a dependent clause used as an adverb. An adverb clause can tell when.

As soon as I get home, I'll do my homework.
I'll play video games **after we eat dinner**.

Dependent Clauses

A dependent clause cannot stand alone as a sentence.

While I was at the mall, my cell phone rang.

Independent Clauses

An independent clause, or main clause, can stand alone as a sentence.

I put on my helmet before I got on my bike.

Conjunctions

A conjunction is a word used to join two words or groups of words in a sentence.

Coordinating Conjunctions

A coordinating conjunction joins two words or groups of words that are similar. The words *and*, *but*, and *or* are coordinating conjunctions.

My dad **and** I went to the pool. I can swim **but** not dive.
The pool is never too hot **or** crowded.

Correlative Conjunctions

Correlative conjunctions travel in pairs and emphasize the relationship between words or groups of words of equal importance. The pairs *both, and*; *either, or*; *neither, nor*; and *not only, but also* are correlative conjunctions.

Tara used **both** an encyclopedia **and** an online article in her report.
 The award will go to **either** the fourth grade **or** fifth grade class.
 I have **neither** the time **nor** the interest in seeing that movie.
 Martin was **not only** honored **but also** humbled by the citizenship award.

Subordinate Conjunctions

A subordinate conjunction connects a dependent clause to an independent clause in a sentence.

After we drive to the pool, we'll change clothes.
 We'll swim **until** it is time to go home for dinner.

Contractions

A contraction is a short way to write some words. An apostrophe (') is used to show where one or more letters have been left out of the words.

Many contractions are formed with the word *not*.

do not = don't	was not = wasn't
cannot = can't	will not = won't

Many contractions are formed with personal pronouns.

I am = I'm	he is = he's
you are = you're	we have = we've

Direct Objects

The direct object in a sentence is the noun or pronoun that receives the action of the verb. The direct object tells whom or what after the verb. Two or more direct objects joined by *and* or *or* form a compound direct object.

My mom made **pasta** and **salad**. I helped **her**.

Indirect Objects

An indirect object is the noun or pronoun that tells to whom, for whom, to what, or for what an action is done. A sentence cannot have an indirect object unless it has a direct object. The indirect object comes after the verb and before the direct object.

The reporter asked the **mayor** a question.

The mayor gave **her** a long answer.

Interjections

An interjection is a word that expresses a strong or sudden emotion. An interjection is followed by an exclamation point.

Wow! That was a great game.

You kicked the winning goal. **Great!**

Nouns

A noun is a word that names a person, a place, or a thing. See NUMBER.

Abstract Nouns

An abstract noun names something that cannot be experienced with the five senses. It expresses a quality or a condition: *love, justice, peace*.

Collective Nouns

A collective noun names a group of people, places, animals, or things that are considered as a unit.

The science **club** raised a **swarm** of bees.

Common Nouns

A common noun names any one member of a group of people, places, or things.

My **cousin** saw a **dog** run down the **street**.

Concrete Nouns

A concrete noun names something that can be experienced through the five senses: *music, apple, book*.

Count Nouns

A count noun names something that can be counted: *bench, cactus, ball, idea, wish*. Count nouns can be made plural because they can be counted.

Noncount Nouns

A noncount noun names something that generally cannot be counted and does not have a plural form: *money, milk, rain, time, happiness*.

Nouns in Direct Address

A noun in direct address names the person spoken to. A noun used in direct address is set off from the rest of the sentence by a comma or commas.

Peter, are you coming with us?

Bring your skateboard, **Carly**, and wear your helmet.

Plural Nouns

A plural noun names more than one person, place, or thing. Most plurals are formed by adding *-s* or *-es* to the singular form. Some nouns have irregular plural forms. Some nouns have the same form in the singular and plural.

The **children** have some **turtles** and some **fish**.

Possessive Nouns

The possessive form of a noun shows possession or ownership.

A singular possessive noun shows that one person owns something. To form the singular possessive, add an apostrophe (') and the letter *s* to a singular noun.

baby	baby's bottle
Tess	Tess's soccer ball
woman	woman's purse

Grammar

A plural possessive noun shows that more than one person owns something. To form the plural possessive of most nouns, add an apostrophe (') after the plural form of the noun.

babies babies' bottles
the Smiths the Smiths' house

To form the plural possessive of an irregular noun, add an apostrophe and *s* (*'s*) after the plural form.

women women's purses
mice mice's cheese

Proper Nouns

A proper noun begins with a capital letter and names a particular person, place, or thing.

Meg saw **Shadow** run down **Pine Street**.

Singular Nouns

A singular noun names one person, place, or thing.

The **girl** has a **kite** and a **skateboard**.

Number

The number of a noun or pronoun indicates whether it refers to one person, place, or thing (singular) or more than one person, place, or thing (plural).

Person

Personal pronouns and possessive adjectives change form according to person—whether they refer to the person speaking (first person), the person spoken to (second person), or the person, place, or thing spoken about (third person).

Phrases

A phrase is a group of words that is used as a single part of speech.

Adjective Phrases

An adjective phrase is a phrase used as an adjective.

The woman **in the red hat** is my aunt.

Adverb Phrases

An adverb phrase is a phrase used as an adverb.

The man sat **on the park bench**.

Prepositional Phrases

A prepositional phrase is made up of a preposition, the object of the preposition, and any modifiers of the object. See PREPOSITIONS.

Verb Phrases

A verb phrase is a group of words that does the work of a single verb.

A verb phrase contains a main verb and one or more helping verbs such as *is*, *are*, *have*, *can*, and *do*.

They **are studying**. They **will be studying** until dinnertime.

In some questions and statements, the parts of a verb phrase may be separated.

Did they **finish** their projects? Dolores **has** not **finished** hers.

Predicates

The predicate of a sentence tells what the subject is or does.

Complete Predicates

The complete predicate of a sentence is the simple predicate and any words that go with it.

Tom **rode his new bike**.

Compound Predicates

Two predicates joined by *and*, *but*, or *or* form a compound predicate.

Karen **got a glass** and **poured some milk**.

Grammar

Simple Predicates

The simple predicate of a sentence is a verb, a word or words that express an action or a state of being.

The boys **ran** noisily down the street. They **were** happy.

Prepositions

A preposition is a word that shows a relationship between a noun or pronoun and another word in a sentence.

We put the doghouse **under** the tree.

The dog **with** the red collar is Karen's.

Object of the Preposition

The noun or pronoun that follows a preposition is the object of the preposition.

We put the doghouse under **it**.

The dog with the red **collar** is Karen's.

Prepositional Phrases

A prepositional phrase is a preposition, the object of the preposition, and any words that describe the object. A prepositional phrase can be used as an adjective or an adverb.

We put the doghouse **under the tall green tree**. (adverb)

The dog **with the shiny, new red collar** is Karen's. (adjective)

Pronouns

A pronoun is a word that takes the place of a noun. See ANTECEDENTS, NUMBER, PERSON.

Demonstrative Pronouns

A demonstrative pronoun is used to point out a person, place, or thing. The demonstrative pronouns are *this*, *that*, *these*, and *those*.

Singular	Plural
this	these
that	those

This and *these* point out things or people that are near. *That* and *those* point out things or people that are farther away.

This is my favorite book. (singular and near)

Those are my cousin's old comic books. (plural and far)

Intensive Pronouns

An intensive pronoun is used to emphasize a noun that comes before it. The intensive pronouns are *myself*, *yourself*, *himself*, *herself*, *itself*, *ourselves*, *yourselves*, and *themselves*.

Corrine **herself** didn't know she had won.

They created the prizes **themselves**.

Interrogative Pronouns

An interrogative pronoun is used to ask a question. The interrogative pronouns are *who*, *whom*, *what*, and *whose*.

Who broke the window?

What happened when it started to rain?

Whose is the ruined book?

Whom did you call about the problem?

Object Pronouns

An object pronoun can be the direct or indirect object of a sentence or the object of a preposition. The object pronouns are *me*, *you*, *him*, *her*, *it*, *us*, and *them*. Two or more object pronouns can be joined by *and* or *or* to form a compound object.

Karen will help **them**.

Chris will help **her** and **me**.

Karen and Chris will come with **us**.

We will tell **him** the plan later.

Personal Pronouns

A personal pronoun refers to the person speaking or to the person or thing that is spoken to or about. In this sentence *I* is the person speaking, *you* is the person spoken to, and *them* are the people spoken about. See PERSON, NUMBER.

I heard **you** calling **them**.

Plural Pronouns

A plural pronoun refers to more than one person, place, or thing.

They are helping **us**.

Grammar

Possessive Pronouns

A possessive pronoun shows ownership or possession. A possessive pronoun takes the place of a noun. It takes the place of the owner and the thing that is owned. The possessive pronouns are *mine*, *yours*, *his*, *hers*, *its*, *ours*, and *theirs*.

My cap is here, and **your** cap is over there.

Mine is here, and **yours** is over there.

Reflexive Pronouns

A reflexive pronoun is used as the direct or indirect object of a verb or the object of a preposition. The reflexive pronouns are *myself*, *yourself*, *himself*, *herself*, *itself*, *ourselves*, *yourselves*, and *themselves*.

Paul cut **himself** when he sliced the tomato.

Molly made **herself** a jelly sandwich.

The children made lunch for **themselves**.

Relative Pronouns

A relative pronoun connects an adjective clause to the noun it modifies. Relative pronouns can serve as subjects, direct objects, indirect objects, or objects of prepositions. The relative pronouns are *who*, *whom*, *whose*, *which*, and *that*.

Who and *whom* refer to people. *Who* is used as the subject of an adjective clause. *Whom* is used as the object of an adjective clause.

My grandfather, **who** served in World War II, was selected to be the grand marshal of the Memorial Day parade.

My grandfather, **whom** the mayor awarded the key to the city, was proud to receive this honor.

Which refers to animals, places, or things. *That* refers to people, animals, places, or things. *Whose* often refers to people but can also refer to animals, places, or things.

The movie, **which** is based on a true story, is a big hit.

This is the movie **that** everyone is talking about.

I saw the movie with my friend, **whose** knowledge of movies is amazing.

Singular Pronouns

A singular pronoun refers to one person, place, or thing.

I gave **it** to **her**.

Subject Pronouns

A subject pronoun can be used as the subject or the subject complement of a sentence. The subject pronouns are *I, you, he, she, it, we, and they*. Two or more subject pronouns can be joined by *and* or *or* to form a compound subject or subject complement.

She is a great tennis player. **She** and **I** play tennis often.

The winner of our matches is usually **she**.

Sentences

A sentence is a group of words that expresses a complete thought. Every sentence has a subject and a predicate.

Complex Sentences

A complex sentence contains one independent clause and one or more dependent clauses. The clauses are joined by subordinate conjunctions. See CLAUSES, CONJUNCTIONS.

Before I go to school, I eat a good breakfast.

I watch TV **while** I am eating.

Compound Sentences

Two sentences, or independent clauses, joined by a comma and the coordinating conjunction *and, but, or* form a compound sentence.

Ming is eating, **but** Lili is sleeping.

Declarative Sentences

A declarative sentence makes a statement. It tells something. A declarative sentence ends with a period (.).

Your jacket is in the closet.

Grammar

Exclamatory Sentences

An exclamatory sentence expresses strong or sudden emotion. An exclamatory sentence ends with an exclamation point (!).

How cold it is today!

Imperative Sentences

An imperative sentence gives a command or makes a request. The subject of an imperative sentence is generally *you*, which is often not stated but is understood. An imperative sentence ends with a period (.).

Please wear your jacket.

Interrogative Sentences

An interrogative sentence asks a question. An interrogative sentence ends with a question mark (?).

Are you ready?

Where is your jacket?

Inverted Order

A sentence is in inverted order when the main verb or a helping verb comes before the subject.

There **are shoes** everywhere. Piled on the desk **is** her **homework**.
Does she ever clean up her room?

Natural Order

A sentence is in natural order when the verb follows the subject.

Ophelia leaves her things everywhere.

Subject Complements

A subject complement follows a linking verb in a sentence. It is a noun or pronoun that renames the subject or an adjective that describes the subject. Two or more subject complements joined by *and*, *but*, or *or* form a compound subject complement.

That firefighter is a **hero**.

Her actions were **brave** and **skillful**.

The officer who received the medal was **she**.

Subjects

The subject of a sentence is who or what the sentence is about. The subject can be a noun or a pronoun.

Complete Subjects

The complete subject is the simple subject and the words that describe it or give more information about it.

The little gray kitten is playing.

Compound Subjects

Two or more subjects joined by *and* or *or* form a compound subject.

Bob, Phil, and **Lisa** went to the movies.

Norman or **I** will sweep the floor.

Simple Subjects

The simple subject is the noun or pronoun that a sentence tells about.

His little **dog** likes to chase balls. **It** runs very fast.

Subject-Verb Agreement

A subject and verb must agree, whether the verb is a main verb or a helping verb. If a compound subject is joined by *or*, the verb agrees with the subject closest to it.

I **like** apple turnovers.

My brother **likes** peach cobbler.

Our parents **like** cherry tarts.

I **am building** a birdhouse.

The boys or she **is helping**.

They **are building** a garage.

A collective noun is generally considered singular even though it means more than one person or thing, and its verb must agree with the singular form.

Our **class is entering** the contest.

Grammar

When a sentence starts with *there is*, *there are*, *there was*, or *there were*, the subject follows the verb. The verb must agree with the subject.

There **is** a **book** on the desk.

There **were** some **pencils** in the drawer.

Tense

The tense of a verb shows when the action takes place.

Future Tense

The future tense tells about something that will happen in the future.

One way to form the future tense is with a form of the helping verb *be* plus *going to* plus the present form of a verb.

I **am going to make** toast.

Dad **is going to butter** it.

They **are going to eat** it.

Another way to form the future tense is with the helping verb *will* and the present form of a verb.

Our class **will go** to the museum.

The guide **will explain** the exhibits.

Future Perfect Tense

The future perfect tense tells about an action that will have been completed by some time in the future. The future perfect tense is formed with *will* plus *have* plus the past participle of a verb.

I **will have finished** my homework by dinnertime.

I **will have made** a salad by that time too.

Future Progressive Tense

The future progressive tense tells about something that will be happening in the future. The future progressive tense is formed with *will* and the present participle or with a form of *be* plus *going to* and the present participle.

I **will be doing** my homework this evening.

My cousins **are going to be helping** me.

Past Perfect Tense

The past perfect tense tells about an action that was finished before another action in the past. The past perfect tense is formed with *had* and the past participle of a verb.

She **had come** straight home after school.

She **had finished** her homework before dinner.

Past Progressive Tense

The past progressive tense tells what was happening in the past. The past progressive tense is formed with *was* or *were* and the present participle of a verb.

I **was feeding** the cat.

My parents **were reading**.

Present Perfect Tense

The present perfect tense tells about an action that happened at some indefinite time in the past or about an action that started in the past and continues into the present. The present perfect tense is formed with a form of *have* and the past participle of a verb.

He **has finished** his homework.

They **have lived** in that house for three years.

Present Progressive Tense

The present progressive tense tells what is happening now. The present progressive tense is formed with *am*, *is*, or *are* and the present participle of a verb.

I **am eating** popcorn.

We **are watching** TV.

My sister **is drinking** juice.

Simple Past Tense

The simple past tense tells about something that happened in the past. The simple past tense of regular verbs is formed by adding *-d* or *-ed* to the present form of a verb.

We **cooked** breakfast this morning.

Mom **fried** the eggs.

Principal Parts

A verb has four principal parts: present, present participle, past, and past participle. The present participle is formed by adding *-ing* to the present. The past and the past participle of regular verbs are formed by adding *-d* or *-ed* to the present.

Present	Present Participle	Past	Past Participle
walk	walking	walked	walked
wave	waving	waved	waved

The past and the past participle of irregular verbs are not formed by adding *-d* or *-ed* to the present.

Present	Present Participle	Past	Past Participle
do	doing	did	done
fly	flying	flew	flown
put	putting	put	put

The present participle is often used with forms of the verb *be*.

We **are walking** to school. I **was doing** my homework.

The past participle is often used with forms of the verb *have*.

We **have walked** this way before. He **has done** his homework.

Regular Verbs

The past and the past participle of regular verbs are formed by adding *-d* or *-ed* to the present.

Present	Past	Past Participle
jump	jumped	jumped
glue	glued	glued

Verb Phrases

A verb phrase is made up of one or more helping verbs and a main verb.

I **should have shown** you my drawings.

I **am entering** them in the art contest.

You **can see** them there.

In questions and some statements, the parts of a verb phrase may be separated.

Did Caroline **bring** the potato salad? Marcus **has** not **arrived** yet.

Mechanics

Capitalization

Use a capital letter to begin the first word in a sentence.

Tomorrow is my birthday.

Use a capital letter to begin the first word in a direct quotation.

Patrick Henry said, “**G**ive me liberty or give me death.”

Use a capital letter to begin a proper noun. A proper noun names a particular person, place, or thing.

Jesse **O**wens competed in the **O**lympics in **B**erlin.

The **W**hite **H**ouse is on **P**ennsylvania **A**venue.

The head of the local **R**ed **C**ross is **C**ora **S**mith.

Use a capital letter to begin a proper adjective.

I love to eat **C**hinese food.

Use a capital letter to begin a title that precedes a person’s name.

Mrs. Novak **D**r. Ramirez **G**overnor Charles Raddich

Use a capital letter for initials in a person’s name.

M. L. King = Martin Luther King

George **W.** Bush = George Walker Bush

Use a capital letter for abbreviations when a capital letter would be used if the word was written in full.

Sun. = Sunday

Oct. = October

Use a capital letter to begin the directions *North*, *South*, *East*, and *West* when they refer to specific regions of the country.

On our trip to the **W**est, we saw the Painted Desert.

Use a capital letter to begin the important words in the title of a book, movie, TV show, play, poem, song, artwork, sacred book, an article, or essay. The first and last words of a title are always capitalized. Articles, prepositions, and conjunctions are usually not capitalized unless they are the first or last word of the title.

*The **S**ecret **G**arden* “**S**ing a **S**ong of **C**ities”
*The **L**ion **K**ing*

Use a capital letter to begin every line of most poems and songs.

My country, 'tis of thee,
Sweet land of liberty,
Of thee I sing.

The personal pronoun *I* is always a capital letter.

Punctuation

Apostrophes

Use an apostrophe to form possessive nouns.

Keisha's skateboard the children's lunches the horses' stalls

Use an apostrophe to replace the letters left out in a contraction.

didn't can't wasn't

Commas

Use a comma to separate the words in a series.

Mark, Anton, and Cara made the scenery.
 They hammered, sawed, and nailed.

Use a comma or commas to separate a name in direct address.

Carl, will you help me?
 Do you think, Keshawn, that we will finish today?

Exclamation Point

Use an exclamation point after an exclamatory sentence.

How surprising this is!

Use an exclamation point after an interjection.

Wow! The dessert looks delicious.

When an exclamation point is part of a direct quotation, it is placed inside the quotation marks. When the exclamation point is not part of the quotation, it is placed outside the quotation marks.

Tom yelled, "I quit!" I was shocked when she said, "I'll do it"!

Italics

Titles of books and magazines are italicized when they are typed and underlined when they are handwritten.

The Cat in the Hat

Mr. Popper's Penguins

Periods

Use a period after a declarative or an imperative sentence.

The cat is hungry. Please feed it.

Use a period after most abbreviations.

Sun.	Sept.	ft.	yd.	a.m.
Ave.	St.	gal.	oz.	p.m.

Periods are not used after abbreviations for metric measures.

km cm

Use a period after a personal title.

Mr. Frank Cummings Dr. Hilda Doolittle Mrs. Joanna Clark

Use a period after an initial.

John F. Kennedy U.S.A. J. K. Rowling

Mechanics

Question Marks

Use a question mark after an interrogative sentence.

Where are you going?

When a question mark is part of a direct quotation, it is placed inside the quotation marks. When the question mark is not part of the quotation, it is placed outside the quotation marks.

The teacher asked, "Where is Nepal?"

Did the teacher say, "Nepal is in Asia"?

Quotation Marks

Use quotation marks to show the exact words a person says in a direct quotation.

Maggie said, "I can't find my markers."

"Where," asked her mother, "did you leave them?"

Use quotation marks around the titles of poems, stories, or magazine articles. Titles of books, plays, movies, magazines, and artworks are italicized when they are typed and underlined when they are handwritten. Titles of sacred books are not italicized or underlined.

"Paul Revere's Ride" (poem)

"Snow White and the Seven Dwarfs" (story)

Island of the Blue Dolphins (book)

Mona Lisa (artwork)

the Koran (sacred book)