

## **Grammar and Mechanics Rules**

### **Capitalize**

The first word of a sentence

Proper nouns-names of a person, place, thing, or calendar date

The pronoun "I"

### **Punctuation**

Put a period at the end of a sentence.

Put a question mark at the end of a question.

Use an exclamation mark to show exclamation.

Use quotation marks when you are saying exact words someone speaks.

Put a comma between items in a series, but not after the last item.

Use an apostrophe to show contractions and possessives.

### **Grammar**

If a word ends in x, ch, x, or z form the plural by adding es.