

#### PUNCTUATION

- Able to use correct ending punctuation in declarative, imperative, interrogative, and exclamatory sentences
- Able to use an exclamation point after an interjection
- Able to demonstrate the beginning use of a comma to set off words that interrupt the flow of thought in a sentence
- Able to use a comma to separate three or more items in a series
- Able to use a comma after an introductory word in a sentence
- Able to use a comma to set off a name in direct address
- Able to use a comma before a conjunction in a compound sentence
- Able to use a comma correctly with dates, addresses, and geographical names within a sentence
- Able to use commas in abbreviations and in a person's name and/or title
- Able to use a comma after the salutation in a friendly letter, and after the closing in a friendly and business letter
- Able to use a colon after the salutation in a business letter
- Able to use a colon to introduce a list of items that ends the sentence
- Able to use a semicolon to join a compound sentence without the use of a conjunction
- Able to use commas and quotation marks correctly within dialogue
- Able to signify a title correctly, using italics when possible; quotation marks in the title of a story, essay, poem, song, article, or chapter, and underlining the title of a book, play, film, television series, magazine, or newspaper
- Able to use an apostrophe in possessives and contractions
- Able to use a hyphen in compound numbers and specific compound nouns

#### CAPITALIZATION

- Able to capitalize words correctly within a title
- Able to capitalize proper nouns
- Able to capitalize an abbreviation appropriately if needed
- Able to capitalize words that refer to a sacred book, including the Bible
- Able to capitalize the correct words in the salutation and complimentary close of a social letter
- Able to capitalize specific words in a quotation

#### SENTENCE TYPE

- Able to use a variety of sentence types in written work
- Able to use a variety of sentence lengths in written work
- Able to self correct run-on sentences when proof reading written work

#### PARAGRAPHING

- Able to write in multi-paragraph form
- Able to indent at the beginning of a new paragraph
- Able to begin a new paragraph in written work with a change of written topic