

Lesson
6**Hyphens, Dashes, and Parentheses***Teaching*

Here are ways to use the hyphen, the dash, and parentheses.

Hyphens Use a hyphen if part of a word must be carried over from one line to the next. Only words of two syllables or more may be broken, and each syllable must have at least two letters. Make sure that the word is separated between syllables.

Correct: cur- rent styl- ish be- fore

Incorrect: curr- ent sty- le a- gain

Use hyphens in certain compound words, such as *self-starter* and *make-believe*.

Use hyphens in compound numbers from twenty-one through ninety-nine.

Use hyphens in spelled-out fractions, such as *one-fifth* and *two-sevenths*.

Dashes Use dashes to show an abrupt break in thought.

This dress—my goodness—is made of silk.

Parentheses Use parentheses to set off material that is loosely related to the rest of the sentence.

Saddle shoes (which are white with a black stripe) were popular in the 1950s.

A. Using the Hyphen in Compound Words and Fractions

Write each of these words and phrases correctly, adding hyphens where needed.

1. thirty four dollars _____
2. one quarter of an inch _____
3. my great grandmother's wedding dress _____
4. a run down pair of shoes _____

B. Using the Hyphen in Words Broken Between Lines

Underline each word that is broken correctly for use at the end of a line.

1. cott-on, flap-per, san-dal, fash-ion, le-ather
2. ray-on, si-lk, ove-ralls, ny-lon, cost-ume, den-im

C. Using the Dash and Parentheses

Add dashes or parentheses where they are needed in these sentences.

1. This sweater a rather expensive item is made of angora.
2. My prom dress whether you believe it or not was once very fashionable.
3. My favorite clothing fad you may like it too is bobby socks and poodle skirts.
4. Bell-bottoms pants with wide bottoms were quite popular in the 1970s.
5. That hat if we can ever find it in this attic is the one that I wore nearly every day as a young girl.

Lesson
6**Hyphens, Dashes, and Parentheses***Application***A. Proofreading for Correct Punctuation**

Rewrite this paragraph on the lines below, adding or correcting the placement of hyphens, dashes, and parentheses as needed.

Some fashion designers you may be able to think of some design clothes that are casual, yet elegant. Many designers have perfumes do you wear perfume? as well as clothes. My favorite designer is a leader of *haute couture* (high fashion. One famous designer got his start designing ties. It usually takes years to get a famous name if a designer is lucky, his or her name may become famous within a few years of entering the fashion business.

B. Writing with Correct Punctuation

Follow the directions to write and punctuate sentences correctly.

1. Write a sentence that requires a hyphen.

2. Write a sentence that requires dashes and at least one hyphen.

3. Write a sentence that requires a hyphen and parentheses.

4. Write a sentence that requires a hyphen and dashes.

Lesson
7

Apostrophes

Teaching

Apostrophes in Possessives Use an apostrophe to form the possessive of any noun, whether singular or plural. For a singular noun, add 's even if the word ends in s.

the director's script Thomas's entrance

For plural nouns that end in s, add only an apostrophe.

the actors' needs the ushers' names

For plural nouns that do not end in s, add an apostrophe and s.

the women's notebooks the crowd's cheers

Apostrophes in Contractions Use an apostrophe in a contraction to show where a letter or letters have been left out.

I will → I'll we have → we've they are → they're he is → he's

Don't confuse contractions with possessive nouns, which do not contain apostrophes.

it's (contraction, means *it is*) its (possessive, means *belonging to it*)

Apostrophes in Plurals Use an apostrophe plus s to form the plurals of letters and words referred to as words.

In that fancy writing, the *f*'s look like *s*'s.
We had to reprint the poster because it had two *the*'s in a row.

Using Apostrophes

In each sentence below, underline the word that correctly completes the sentence.

1. This is (Tess' / Tess's) opening night.
2. (It's / Its) her first lead role.
3. I know (shell / she'll) do fine.
4. Please find out (whose / who's) tickets these are.
5. (Your / You're) going to enjoy this play.
6. How many (e's / es) are there in Tennessee?
7. The (subscribers / subscribers') tickets are in the red box.
8. You know (their / they're) going to expect special treatment.
9. The production staff has (its / it's) work to do.
10. Did you remember the different (actors' / actor's) costume sizes?
11. The program tells (whose / who's) playing each part.
12. I (can't / cant) remember a funnier play.
13. The (men's / mens') chorus didn't get the right music.
14. We ran out of letters for the marquee; we had to use (1's / 1s) for (ls / l's).
15. Jo asked if (were / we're) going out afterwards.

Lesson 7 **Apostrophes**

More Practice

A. Using Apostrophes Correctly

In each sentence below, underline the word that uses an apostrophe incorrectly or should have an apostrophe but does not. Then write the word correctly on the line.

- 1. The crew wanted to express it's thanks to the director. _____
- 2. The actors for once remembered they're lines. _____
- 3. The ladies costumes were hilarious. _____
- 4. Joyce' part was hard to play. _____
- 5. We found Carlos book bag. _____
- 6. Whose in charge here, anyway? _____
- 7. Its a play that can't miss. _____
- 8. We all know who's script it was. _____
- 9. Is this the childrens bus? _____
- 10. Their going to be tired and hungry. _____

B. Using Apostrophes in Possessives

Rewrite this paragraph on the lines below, replacing all underlined phrases with phrases using possessives with apostrophes.

Going to the theater is a hobby of my friend Maria. She likes to attend the first night of a play. Then she compares her review with the review of the newspaper critic. The goal of Maria is to see one play per week. She never misses productions of comedies and tragedies of Shakespeare. She volunteers to usher at two theaters. Sometimes the schedules of the two theaters conflict. Then Maria has to choose between two plays. Making a choice like that is a nightmare of a theater-lover.

Lesson 8 Punctuating Titles

Teaching

Quotation marks, italics, and underlining used correctly in titles show what kind of work or selection is named.

Quotation Marks Use quotation marks to set off the titles of short works.

Book chapter	"The Sillboat Race," from <i>Stuart Little</i>	Magazine article	"Travel the Unbeaten Path"
Short story	"Dr. Jekyll and Mr. Hyde"	Song	"Star Spangled Banner"
Essay	"Civil Disobedience"	Poem	"O Captain! My Captain"

Italics and Underlining Use italics for titles of longer works and for the names of ships, trains, spacecraft, and individual airplanes (not the type of plane). In handwriting, use underlining to indicate words that should be in italics in printed material.

Book	<i>A Tale of Two Cities</i>	Epic poem	<i>The Iliad</i>
Play	<i>My Fair Lady</i>	Painting	<i>View of Toledo</i>
Magazine	<i>Newsweek</i>	Ship	<i>Lusitania</i>
Movie	<i>Beauty and the Beast</i>	Train	<i>Super Chief</i>
Long musical selection or CD	<i>Victory at Sea</i>	Airplane or Spacecraft	<i>Endeavour</i>

Punctuating Titles Correctly

Write each sentence, using quotation marks or underlining correctly to set off titles.

1. Did Mr. Talbot see *Death of a Salesman* when it was on Broadway?

2. Thoreau wrote *Civil Disobedience* and the much longer work, *Walden*.

3. The guest star sang *People Will Say We're in Love* from the musical *Oklahoma!*

4. *View of Toledo* is by the great Spanish painter El Greco.

5. *O Captain! My Captain!* is a poem by Walt Whitman.

6. We rode the *Orient Express* to Istanbul.

7. Mark Twain wrote the historical novel *The Prince and the Pauper*.

Punctuating Titles

More Practice

A. Punctuating Titles Correctly

In each sentence below, insert quotation marks where needed and underline words that should be italicized.

1. How many times has Abby read Little Women?
2. Do you know why The Surprise Symphony got that name?
3. Clare loves the poem Eletelephony.
4. NASA built the Endeavour following the explosion of the Challenger.
5. The Gift of the Magi is a famous short story by O. Henry.
6. Have you ever seen Pablo Picasso's famous antiwar painting Guernica?
7. Naomi read Robert Frost's poem Stopping by Woods on a Snowy Evening.
8. George Gershwin wrote music not only for Broadway musicals such as Of Thee I Sing, but also for the concert hall, for example, Rhapsody in Blue.
9. When exactly did the Titanic sink?
10. There is a famous song called City of New Orleans.

B. Punctuating Titles Correctly

Use each title given in parentheses in a sentence, punctuating the title correctly.

1. (traditional song: Yankee Doodle) _____

2. (book by L. Frank Baum: The Wizard of Oz) _____

3. (short story by Washington Irving: The Legend of Sleepy Hollow) _____

4. (poem by Edgar Allan Poe: The Raven) _____

5. (cruise ship: Queen Mary) _____

6. (play by William Shakespeare: A Midsummer Night's Dream) _____

First Words and Titles

Teaching

Capitalize these words:

- the first word of every sentence
- the first word of every line of traditional poetry
- the first word of a direct quotation if it is a complete sentence (Do not capitalize a direct quotation if it is a sentence fragment.) *Example:* "What is your favorite book of all time?" asked Ms. Barton.

Do not capitalize the first word of the second part of a divided quotations unless it starts a new sentence. *Example:* "Let's think of the books," she said, "that we would recommend to others."

- the first word of each item in an outline and the letters that introduce major subsections
- the first word in the greeting of a letter and the first word in the closing
- the first word, the last word, and all other important words in titles (Don't capitalize articles, conjunctions, or prepositions of fewer than five letters.)

Capitalizing First Words and Titles

Underline the words that should be capitalized in each of the following items.

1. "when you say book do you mean only novels?" asked Julie.
2. "Why?" asked her teacher. "what kind of writing would you include in addition to novels?"
3. Julie replied, "there are books filled with poems, essays, and short stories, too."
4. "for example," said Julie, "think about a book of Thomas Paine's essays."
5. one of his essays called *the american crisis* includes these stirring words: "these are the times that try men's souls."
6. "my favorite book," said Henry, "might be *a tale of two cities* by Charles Dickens."
7. "it begins this way: 'it was the best of times. it was the worst of times,'" Henry said.
8. here is the beginning of an outline of the books I would choose:
 1. nineteenth-century authors
 - a. british authors
 1. works of Robert Louis Stevenson
 2. works of Charles Dickens
9. dear Ms. Barton,

after I thought about it for a while, I decided that my favorite book is one that I read when I was little, *the lion, the witch, and the wardrobe*.

your student,
bill

First Words and Titles**More Practice****A. Capitalizing First Words and Titles**

In the following sentences, underline the words that should be capitalized but are not. If the sentence contains no capitalization errors, write **Correct** on the line.

1. "after lunch," said Sasha, "let's walk uptown."
2. I have just finished reading *life on the mississippi*.
3. be sure to read my article "the mayoral election" in today's newspaper.
4. here he lies where he longed to be;
home is the sailor, home from the sea,
and the hunter, home from the hill.
—Robert Louis Stevenson, "Requiem"
5. "three may keep a secret," said Benjamin Franklin, "if two of them are dead."
6. our class will see a production of the play *romeo and juliet* at the playhouse.
7. what do you think of the saying that children should be "seen but not heard"?
8. "The egg of today," says a proverb, "is better than a hen of tomorrow."
9. have you ever heard the song "this land is your land"?
10. one of my favorite short stories is "the fall of the house of usher."

B. Capitalizing First Words in Outlines

Underline each letter that should be capitalized in the following outline.

Brazil

- I. location
- II. climate facts
 - a. average temperature in summer
 - b. average temperature in winter
 - c. average annual precipitation
- III. the people
 - a. languages
 - b. religions
 - c. major cities