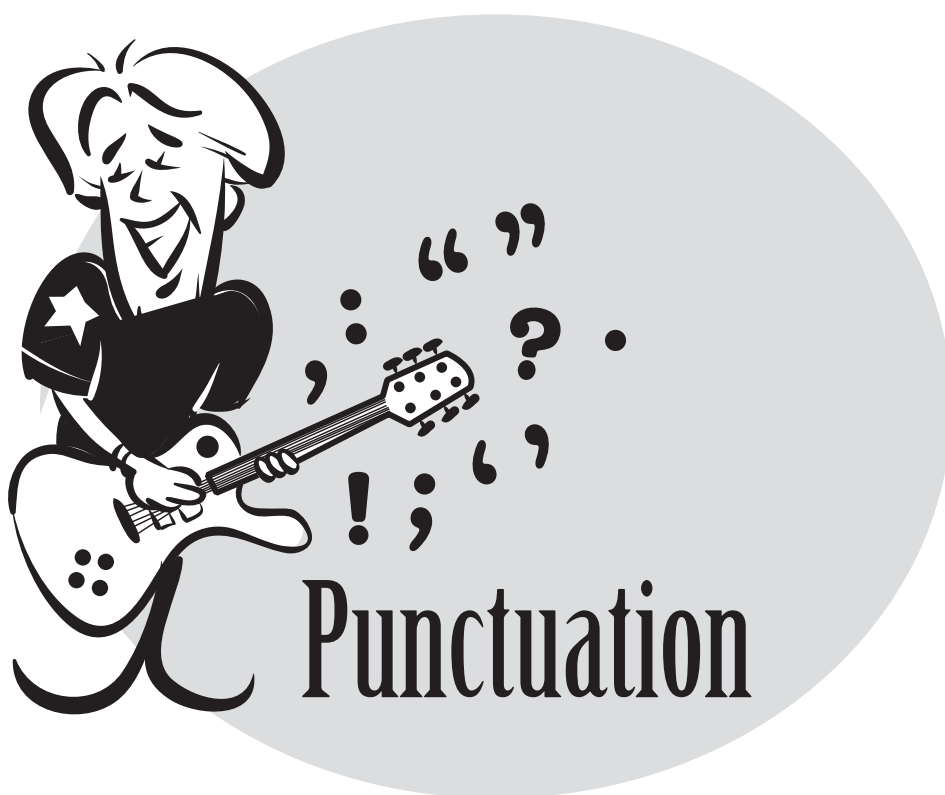


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# Grammar on the Go!



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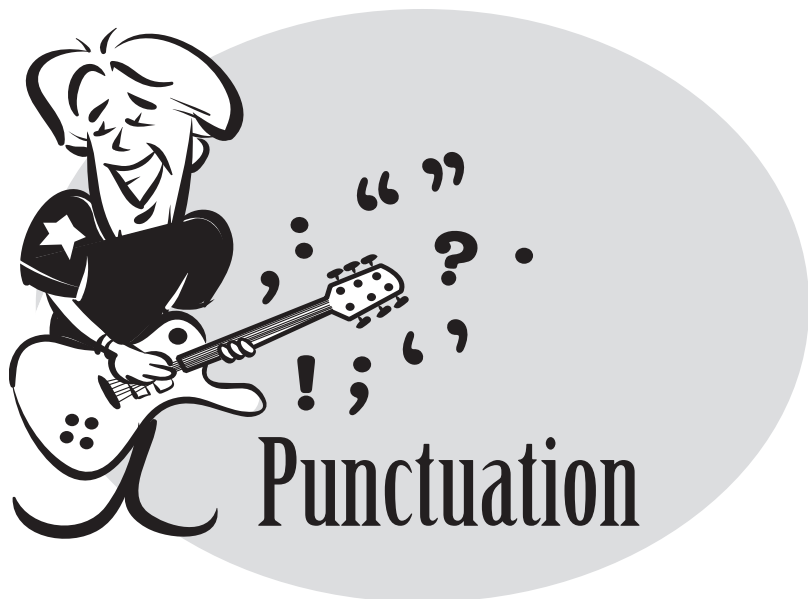
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# Grammar on the Go!

Punctuation marks are like symbols used in our language. It's important to use punctuation carefully as these symbols help to clarify the meaning of what we write.

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# ABBREVIATIONS

Abbreviations are shortened forms of words or phrases that usually begin with a capital and end with a period.

## Uses of Abbreviations

1. Before proper names

Ms. Mr. Mrs.  
Dr. Rev.

2. After proper names

Sr. Jr. M.D. Ph.D.  
B.Comm.

3. Time and periods

a.m. p.m. B.C. A.D.

4. To name government agencies,  
organizations, and associations

NDP CBSA MP RCMP



## Punctuating Abbreviations

**Use periods after a person's initials**

Mr. P.W. Walter will speak to the school about the dangers of drinking and driving.

Sir John A. MacDonald was the first Prime Minister of Canada.

**Use periods after social and common titles and abbreviations following names**

Mrs. Garcia likes to run marathons.

Dr. Hong is in her office everyday.

Prof. Amani teaches calculus at university.

John Hozo Jr. just graduated from high school.

**Use periods following abbreviated geographical terms**

Ave. Prov. S.W.



**Postal abbreviations for the names of Canadian provinces do not need periods whereas traditional abbreviations of provinces do**

	Postal Code	Traditional
Alberta	AB	Alta.
British Columbia	BC	B.C.
Manitoba	MB	Man.
New Brunswick	NB	N.B.
Newfoundland and Labrador	NL	N.L.
Northwest Territories	NT	N.W.T.
Nova Scotia	NS	N.S.
Nunavut	NU	Nun.
Ontario	ON	Ont.
Prince Edward Island	PE	P.E.I.
Québec	QC / PQ	Que.
Saskatchewan	SK	Sask.
Yukon	YT	Y.T.

**Do not use periods to abbreviate names and titles where the abbreviation is pronounced letter by letter**

RCMP   CBC   NHL   TV

**Do not use periods for acronyms**

SCUBA   OPEC   NATO

**Do not abbreviate the following kinds of words in a composition**

Countries and provinces:  
Alberta

Months and days:  
February

Parts of an address:  
First Avenue

School courses:  
Language Arts 7

## Abbreviations

Match the abbreviation on the left to its long form on the right.

RCMP

p.m.

AOL

UN

Dr.

BC

IE

Ex.

Jr.

AB

Time from noon  
to midnight

Junior

Alberta

Royal Canadian  
Mounted Police

Doctor

American Online

United Nations

British Columbia

Internet Explorer

for example



# APOSTROPHES

An apostrophe is a form of punctuation that is used to indicate that a letter has been omitted from a word and to show ownership.

## Uses of the Apostrophe

To take the place of a letter or letters left out in contractions

has not—hasn't  
it is—it's  
cannot—can't  
you will—you'll

In place of letters: the apostrophe shows when letters or numbers have been left out of a word

He yelled, "I'm takin' the ball and goin' home!"

To show possession or ownership

Singular nouns	Usually add an apostrophe and <b>s</b> .	my <b>grandmother's</b> house
	If a singular noun ends with an <b>s</b> or <b>z</b> sound, you may add an apostrophe and <b>s</b> or simply add an apostrophe without an <b>s</b> . Use your ear to guide you.	<b>Thomas's</b> book or <b>Thomas'</b> book

Plural nouns	Add an apostrophe if the word ends in <b>s</b> .	my <b>grandparents'</b> house
	If a plural noun does not end in <b>s</b> , add an apostrophe and <b>s</b> .	the <b>team's</b> bus
Shared possessives	Add an apostrophe and <b>s</b> to the last noun only, unless the nouns do not share equally.	Ted and <b>Fred's</b> restaurant

## Apostrophes

Circle the correct answer from the choices given.

When we went to my (**Auntie Petunia's** **Auntie Petunias'**) house, I discovered I'd been elected to look after my twin (**nephews** **nephew's**), a pair of seven-year-olds. We (**were'nt** **weren't**) allowed to watch TV or use the computer, so I had to think of something fast. Luckily, I remembered an easy card game called (**7s High** **7's High**). Charlie and Blake are smart, so it was easy to teach them the (**games** **game's**) rules. It was a good thing (**I'd** **Id**) brought along my own deck of cards, as I (**wouldnt've** **wouldn't have**). I known where to look for them at someone (**elses** **else's**) house.

## More Apostrophes

Rewrite the word(s) in bold to include an apostrophe. You may have to form a contraction in some cases and show possession in others.

When Leonardo da Vinci first thought about a flying machine, many people thought that his ideas were crazy. He tried many different designs, but **could not** find one that worked well enough to actually test. Then, when he had finally come up with a plan, he realized he **did not** have enough money to build it. Luckily, he knew some members of the royal family. These **peoples** generosity helped him to build his model. Looking back, we realize his airplane **could not** have actually flown far, but still, we admire **da Vincis** vision and imagination. Our **world is** a better place for all of his fantastic dreams.

could not

\_\_\_\_\_

did not

\_\_\_\_\_

peoples

\_\_\_\_\_

could not

\_\_\_\_\_

da Vincis

\_\_\_\_\_

world is

\_\_\_\_\_

6



# CAPITALIZATION

## Uses of the Capital:

**The first word of a sentence  
and the personal pronoun I**

When you stop at the deli,  
will you buy David and me a  
sandwich?

Please ask them to put lots  
of sprouts on them.

David and I will reimburse  
you when we receive our  
sandwiches.

## Proper Nouns and Adjectives



Capitalize proper nouns—nouns that name specific people, places, or things—and proper adjectives.

Proper Noun	Proper Adjective
North Battleford Fraser River Grey Cup	North Battleford winters Fraser River salmon Grey Cup game

**The first word in a direct  
quotation**

“Sure, I’ll get you a  
sandwich,” said Cam. “What  
kind of bread do you want?”

“Whole wheat, please,” I  
replied.

## Capitalization

Check your skill at using capital letters. Circle the sentence or phrase that is correct, **a** or **b**.

1. (a) My grandmother works as a doctor.  
(b) My Grandmother works as a doctor.

2. (a) When I was little, I called her Aunt Louisa.  
(b) When I was little, I called her aunt Louisa.

3. (a) Once, she jumped into the icy River to rescue a boy.  
(b) Once, she jumped into the icy river to rescue a boy.

4. (a) It was Winter, and part of the water was frozen.  
(b) It was winter, and part of the water was frozen.

5. (a) Some people had been skating there, practising for the Junior Olympics.  
(b) Some people had been skating there, practising for the junior Olympics.

6. (a) When the boy fell through the ice, the Coach panicked.

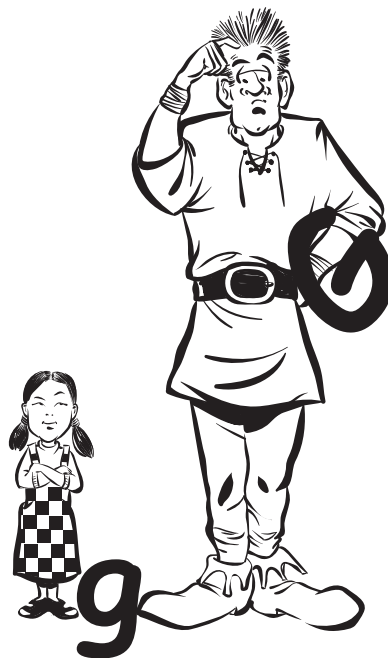
(b) When the boy fell through the ice, the coach panicked.

7. (a) Our teacher saved the boy's life and won the Governor General's Medal.

(b) Our Teacher saved the boy's life and won the governor general's medal.

8. (a) Sometimes I want to say to him, "I'm so proud of you, dad!"

(b) Sometimes I want to say to him, "I'm so proud of you, Dad!"



## Uses of the Capital (continued)

**The names of people, their initials, abbreviations, and titles**

Mr. Brown  
Nellie McClung  
Constable M. R. Davis  
Prime Minister Lester B. Pearson  
Dr. Raymond Wu



Capitalize titles that indicate specific family relationships when these titles are used with a name or in place of a name.

Aunt Gertrude	but	her aunt
Grandfather Stacey	but	our grandfather
Where is Mother?	but	my mother



Capitalize official titles when these titles are used with a name.

Mayor Jones	but	a mayor
Doctor Jack	but	a doctor
Judge Narouzi	but	a judge

**The names of clubs, organizations, businesses, and their abbreviations**

Edmonton Oilers  
Royal Canadian Mounted Police (RCMP)  
Tim Hortons  
United Nations (UN)



## The names of months, days of the week, and holidays



Seasons are not capitalized.

Monday  
December  
Canada Day  
Thanksgiving Day

## The important words in titles



The first and last word of a title are always capitalized.

<i>Charlie and the Chocolate Factory</i>	book
<i>Romeo and Juliet</i>	play
<i>TV Guide</i>	magazine
<i>The Globe and Mail</i>	newspaper
<i>Who Wants to Be a Millionaire?</i>	TV show
<i>"The Charge of the Light Brigade"</i>	poem
<i>Harry Potter and the Chamber of Secrets</i>	movie



Don't capitalize the following small words in titles:

- short connecting words (or, and, but . . .), called conjunctions
- articles (a, an, the)
- short prepositions (to, of, at, in . . .)

## Abbreviations



Many abbreviations require capital letters, especially place names and proper nouns.

### Place Names

BC  
SK  
EU

### Proper Nouns

NHL  
UNESCO  
FBI

## Salutations in a correspondence



Capitalize letter greetings and closings.

### Greetings

Dear Mom,  
Dear Sandi,  
Dear Sir or  
Madam:  
To Whom It May  
Concern:

### Closings

Yours truly,  
Sincerely yours,  
Your campmate,  
With love,

## School Subjects, Languages



Capitalize the name of a school subject when it is the name of a specific course, but not when it is a general subject area. For example, capitalize **Physics 12** but not a **science course**.

Capitalize the name of languages. For example, Canadians speak **English** and **French**.

**The names of races, languages, and nationalities and the adjectives derived from them**

African American	Italian cooking
Japanese	Spanish music
First Nations	Aboriginal education

**The names of religions, the adjectives derived from them, the followers of each religion, and their sacred writings**

Christians	Jewish holidays
Bible	Koran
Buddhist temple	Muslims

**The names of historical events,  
documents, and periods of time**

Middle Ages  
Industrial Revolution  
War of 1812

**The geographic areas of the country**



Do not capitalize north, south, east, and west when referring to directions, unless they are part of a street address or the name of specific region.

When jobs were scarce in the East Vancouver, the family moved to West Vancouver.

If you walk north on West Street, you will find the correct address.

I walked west along the path to reach the water.



## More Capitalization

Correct this letter by underlining words that should be capitalized.

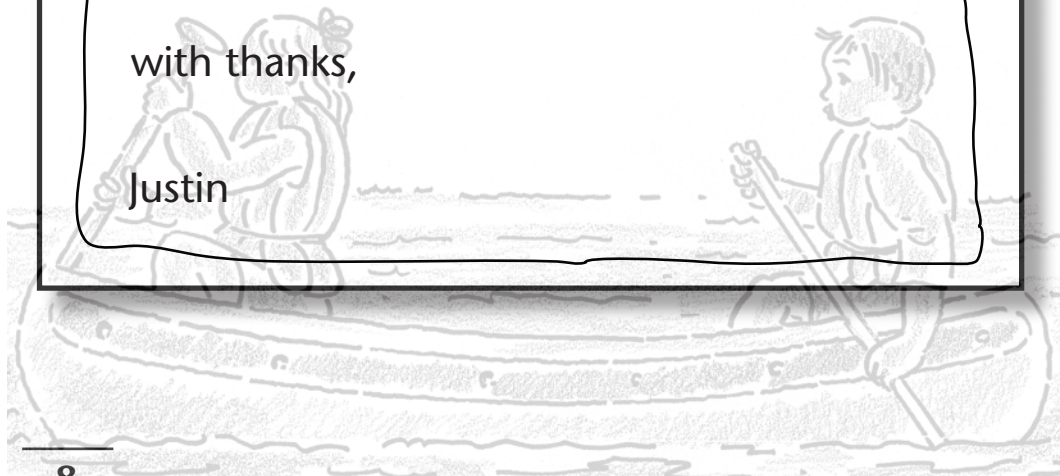
Dear Mr. and mrs. Ford,  
Thank you for the great time at Camp niagara Falls. I could have stayed longer than just the month of august. The activities were so fun, especially when we got to go for a ride on the model of the titanic.

It was great that you sent me that Scholarship for Young canadians. I would not have been able to come to ontario without it.

I also really like the book you gave me, *How to Build a canoe.*

with thanks,

Justin



# COLON

A **colon** is a piece of punctuation that has a number of functions.

## Uses of the Colon

**To introduce items in a long list**

I will bring the following:  
pop, chips, napkins, and plates.

**After the greeting in a business letter**

Dear Sir:  
To Whom It May Concern:

They have recess at 10:15.  
The plane departs at 14:10.

**To separate hours and minutes**

The study revealed that cats outnumbered dogs by 3:1.

**To express a ratio**

Act III: Scene 2 is my favourite part of the play.

**To separate acts from scenes in a play**

**To set off dialogue for a play or other script**

Principal: Kajra, why were you late this morning?

Kajra: The power went off, so I slept in.

**To introduce a quotation if the introductory sentence can stand by itself**

Even the experts seem to agree: "One consistent finding is that more than half the teenagers studied wish they had more time for sleep."

**To introduce contrasting statements**

It was useless to try pleasing him: he criticized everything.

**To separate a title from a subtitle**

My new book is called *Hot Stuff: One Hundred Ways to Make Chili*.

**To highlight a situation, especially if it seems a bit dramatic**

Running along the cliff, the hiker knew he had only one chance to escape from the charging beast: jump.

## Colon

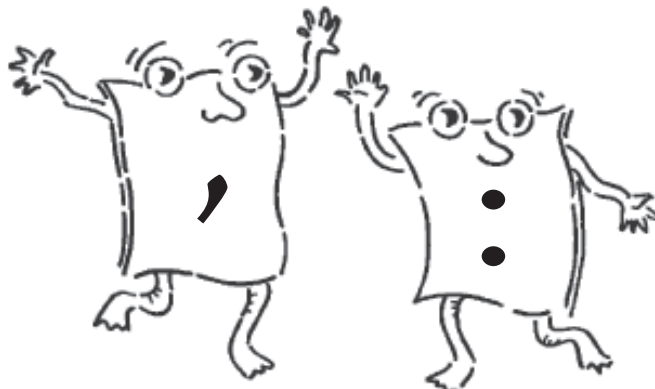
Decide whether a colon should be used in the highlighted spaces. Print a Y in the space provided to indicate, "Yes," there should be a colon. Print an N to show that there is no need for one, or that some other punctuation should be used.

To the Manager \_\_\_\_

I am very disappointed with some products I bought at your store\_\_\_\_After I brought them home, I discovered a number of problems\_\_\_\_the runners I bought had a broken lace\_\_\_\_the T-shirt had a stain on the back\_\_\_\_and the skateboard was missing a wheel\_\_\_\_I feel like I could write a book, Shopping's No Fun\_\_\_\_ Everything's Junk.

Please phone me any morning, no earlier than 8\_\_30.

Thank you,  
Chris Spaulding  
250-555-1612







# COMMA

A comma is a piece of punctuation that has a variety of uses, but its purpose is mainly to keep words and ideas clear.

## Uses of the Comma

### 1. In dates and addresses

My mother received her Canadian citizenship on Monday, October 23, 1989.

She was born in Frankfurt, Germany.

### 2. In the openings of friendly letters and in the closings of all letters

Dear Grandmother,

Yours truly,

### 3. To separate items in dates and places

July 1, 1908.

Prince George, British Columbia

### 4. To separate initials from surnames, and to separate titles from surnames

Mitchell, W.O.

James Brown, B.Sc.



## Commas and Addresses

Place commas in the appropriate places in the addresses below.

We could not find Singh's house as the address is  
11611 Seventy-First Street Surrey BC not 11611  
Seventy-First Avenue Surrey BC.

4

### Uses of the Comma (continued)

**Between words or groups of words in a series**

My lunch contained sandwiches, an apple, cake, and one raw carrot.

**Before a conjunction in a compound sentence**



Commas are used to separate independent clauses (clauses that can stand by themselves) in a compound sentence.

A compound sentence contains clauses that are connected by the words “and,” “but,” “or,” “nor,” “yet,” “so,” or “for.” These words are called conjunctions.

**Independent Clause**

The day felt chilly,  
The dog licked my hand,

**Conjunction**

**but**  
**and**

**Independent Clause**

we went to the pool.  
I knew I had to take her home.



Place the comma after the first clause and before the conjunction.

## To set off introductory words and phrases



Commas are used to set off introductory words or phrases that cannot stand alone as a sentence.

### Introductory Phrase

If I win the lottery,  
While waiting for the bus,

### Independent Clause

I will move to Fiji.  
I fell asleep.

## Commas

Place a comma into the correct position in the following sentences.

1. I wanted to go to the movie but nothing good was playing.
2. I finished my homework early so I could enjoy my evening.
3. Although I ate a large breakfast I was still hungry by noon.
4. If you want to get to school on time you must leave now.
5. The street was filled with cars yet it seemed really quiet.

## Uses of the Comma (continued)

### To separate adjectives before a noun

Trilby bought a shiny, new red sports car.  
They looked out on the choppy, grey sea.



If the word “and” can be inserted between ideas, insert a comma.

### To set off words that interrupt the main idea of a sentence

My boss, for example, donated thousands of dollars to charity last year.

#### Interrupters

by the way  
however  
still

in fact  
incidentally  
of course

for example  
furthermore

### To set off appositives



An appositive is a word or phrase that adds extra information about the noun that appears before it in a sentence.

Noun	Appositive	
Leo,	my youngest brother,	was born on Canada Day.
The town of Kitchener,	once known as Berlin,	is in Ontario.

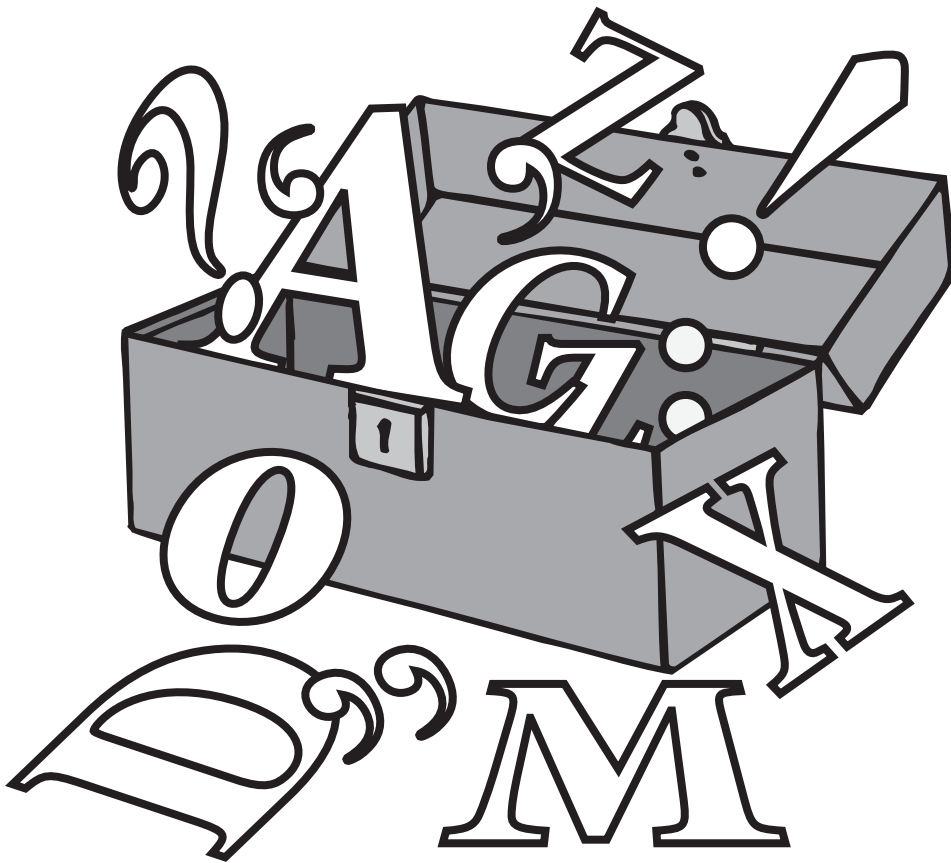
To set off the name of the person addressed (spoken to)

I have finished my lesson, Miss Brown.

Close the door, Marion, when you leave the room.

In quotations

"I told you," said the coach, "to get to bed early the night before a game."



## Comma Use

Test your skill at inserting commas. Rewrite the sentences that follow placing commas into the correct places:

**1** . We arrived late but they did not come at all.

---

---

**2** We arrived at seven and they came at eight.

---

---

**3** If you take your time you will do well.

---

---

**4** On page 11 of the textbook you will find the answer.

---

---

**5** Mr. Burrough the school principal said a few words at the meeting

---

---

6 Joan will you help me with this math problem?

---

---

7 I know I said I would do that Mother but I forgot.

---

---

8 Come here Boxer. Your dinner is in your dish.

---

---

9 "Today I quit smoking" announced my father.

---

---

10 I ordered eggs bacon toast jam pancakes syrup and apple juice.

---

---











# DASH

A dash, more commonly used in informal writing, has several functions.

## Uses of the Dash

 <b>To show a break in thought in a sentence</b>	<i>The Black Stallion—my all-time favourite book—was for sale at the used bookstore.</i>
 <b>To set off information that is dramatic</b>	Locating fresh water would mean we stood a chance—our only chance at surviving until our rescuers could find us.
 <b>In place of the words that is, namely, in other words</b>	I've decided to do more outdoor activities—riding my bike, hiking, and roller-blading.
 <b>To summarize or provide information</b>	Language Arts, social studies, science, and math - all my academic subjects - seem to have homework.
 <b>To create special effects, interruptions, and sudden stops in speech</b>	<i>"I - er - uh - can't remember - where we went," Ravi cried.</i>
 <b>To enclose an interrupting word or word group, especially when such a word group contains comma</b>	He quickly picked up his toys—ball, bat, glove, and bike—and hurried home.



When used in this way, a dash is placed at the beginning and the end of the word group.

## Dash

Rewrite the following sentences placing dashes where appropriate.

1. Our soccer team is planning an exchange to Australia a place I've always wanted to visit.

---

---

2. There are so many things I hope to see koalas, kangaroos, and all those colourful parrots.

---

---

3. We plan to visit some of the cities Sydney, Brisbane, and Cairns.

---

---

4. I'd also love to go to the beaches to learn how to surf not to see any sharks!

---

---

5. We'll play the local teams some of them are supposed to be very good.

---

---

6. We'll stay in the homes of the players John, Marko, and Kevin instead of having to pay for hotels.

---

---

7. Of course, there's one small detail that's standing in our way fundraising!

---

---

8. But as they say in Oz, "She'll be 'right no worries!"

---

---



# END PUNCTUATION

There are three types of end punctuation you can use: period, exclamation mark, and question mark.

## Uses of the Period

To mark the end of a sentence



The period marks the end of a statement, command, or request.

A day has twenty-four hours.	Sentence
Don't forget to floss your teeth.	Command
Please send me an application form.	Request



If an abbreviation is the last word in a sentence, use only one period after it.

Don't forget to bring your toothbrush, sleeping bag, change of clothes, etc.



## Period

Add periods to the following sentences to ensure the end punctuation is correct.

1. Dinner will be ready in five minutes
2. Combine one cup of water and two eggs in the cake mix
3. The sun is burning hot today Unfortunately, I forgot my sunscreen at home
4. The teacher asked me how many times I had tried the question
5. I replied, "I've tried it three times"
6. The teacher looked at my homework and said, "It looks like you got it right on the last try"
7. I will be leaving for my dance lesson at 3:30 p.m and be there at 4:00
8. Before you leave for school, eat your breakfast, brush your teeth, etc Be out of the house in time for the bus

## Uses of the Exclamation Mark

To state something  
astounding or unbelievable!

I can't believe you ate that  
entire watermelon!

To express sudden surprise, pain, or strong feelings

Eek!    Oops!    Surprise!    Ouch!    Fantastic!

At the end of strong commands

Jump now!  
Hit the deck!



## Exclamation Mark

Identify the letters that indicate where an exclamation mark should be placed. For each identified letter, explain why you would use an exclamation mark.

You know (a) it seems crazy, but I just hung up the phone (b) from one of the strangest phone calls of my life (c) It was a radio station calling me (d) to tell me that I'd won a contest (e) But could I remember even entering one of their contests (f) Still, they had my name right, and said they're sending my prize next week (g) When I told my brother, he just laughed and slugged my shoulder, hooting, "Way to go, Kid (h)"

---

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---

---

---

---

---

---



# QUESTION MARK

## Uses of the Question Mark

After a direct question, an incomplete question, or a statement intended as a question

Direct question

Can you stay over at my house on Friday night?

Incomplete question

Really? For sure? Yes?

Intended question

You've got the answer?

## Punctuating with Question Marks



When punctuating dialogue, the question mark goes inside or outside the quotation marks depending on the situation.

The question mark goes **inside** the quotation marks because it is part of Emmalia's question.

Emmalia asked, "Do you believe Monica's story?"

The question mark goes **outside** the quotation marks here because the question is Emmalia's— not Monica's words in the quotations.

Did I hear Monica correctly when she said, "I'm going to get my own TV show"?

(Even though Emmalia is 'wondering,' there's no question here, so there is no question mark, just a period inside the quotation marks.)

And then Emmalia looked at Reeta and thought, "I wonder if we should ask her."

## Question Mark

Read this conversation and decide whether question marks are needed or not. Indicate your answers with a Y (yes) or N (no).

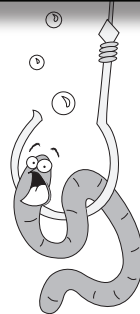
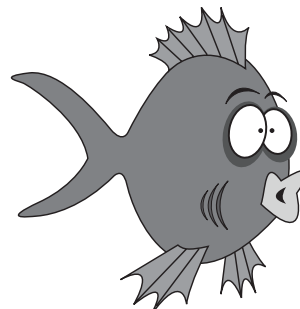
"Have you ever been to Hawaii\_\_\_\_ " she asked\_\_\_\_

"No\_\_\_\_ have you\_\_\_\_"

"Unfortunately\_\_\_\_" she replied, "only in my dreams."

"I wonder if we'll ever get there\_\_\_\_ Do you know how much it costs\_\_\_\_"

"No, but I'll phone someone and ask\_\_\_\_"



## End Punctuation

Print in the correct end punctuation for each of the following sentences.

1. Look at the eagle in the sky\_\_\_\_\_
2. What time will the plane arrive\_\_\_\_\_
3. Run quickly\_\_\_\_\_
4. In the summer, I enjoy running, biking,  
swimming, etc\_\_\_\_\_
5. What movie are we going to see tonight\_\_\_\_\_
6. Stop that noise, now\_\_\_\_\_
7. We saw an orca while we were on the  
ferry\_\_\_\_\_or\_\_\_\_\_
8. Who set the table for dinner\_\_\_\_\_
9. Look at the child run\_\_\_\_\_
10. Please pass the salt and pepper\_\_\_\_\_



# HYPHEN

Hyphens are a form of punctuation used to join words or divide words:

## Uses of the Hyphen

<p><b>In some compound words</b></p> <p> Not all compound words need hyphens, so check the dictionary if you're not sure.</p>	<p>I got dizzy just watching the children on the <b>merry-go-round</b>.</p> <p>My <b>brother-in-law</b> is a police officer.</p>
<p><b>With some prefixes and some suffixes</b></p>	<p>He is an <b>ex-hockey</b> player.</p> <p>She was very <b>non-specific</b> in her request.</p>
<p><b>To link names or other identifiers that belong together</b></p>	<p>Lord <b>Baden-Powell</b> established the Boy Scouts.</p> <p>My background is <b>Chinese-Canadian</b>.</p>
<p><b>In compound numbers from twenty-one to ninety-nine</b></p>	<p>There are <b>forty-two</b> cars in the parking lot.</p> <p>My grandmother will be <b>seventy-seven</b> next week.</p>
<p><b>Fractions, when written out as words</b></p>	<p><b>Two-thirds</b> of the school voted for me as class president.</p> <p>We still had <b>three-quarters</b> of a tank of gas.</p>
<p><b>When two or more words are joined to form a single adjective before the noun</b></p>	<p>The <b>fourteen-year-old</b> dog was remarkably healthy.</p> <p>The mayor presented a <b>common-sense</b> solution.</p>

<p>Nouns that follow a single letter</p>	<p>She wore a <b>V-neck</b> sweater to the party. We went the wrong way so we had to make a <b>U-turn</b>.</p>
<p>To make long words clearer, especially ones that contain repeated letters</p>	<p>My doctor gave me an <b>anti-inflammatory</b> for my swollen knee. The rocket is about to <b>re-enter</b> the atmosphere.</p>
<p>To create special effects</p>	<p><b>B-b-but</b>, that's not what I meant!.</p>

## Hyphen

Decide whether hyphens are needed. Show your response by inserting a Y (yes) or an N (no).

My great\_\_\_\_grandmother, who is a hundred\_\_\_\_and\_\_\_\_one, won an all\_\_\_\_expense paid holiday to Mexico. She made all\_\_\_\_the plans and reservations herself, and took along my half\_\_\_\_brother and his wife. She told us that her favourite part was a self\_\_\_\_guided tour of the Mayan\_\_\_\_pyramids.

# PARENTHESES

Parentheses are a form of punctuation to be used around words in a sentence to add or clarify information. Generally anything placed in parentheses is considered to be less important than anything outside of it.

**To enclose an interrupting word or word group that adds information, but does not change the meaning of a sentence**

There are two Vancouvers **(in British Columbia and in Washington)** in the area sometimes called “Cascadia.”

Our teacher **(a good-looking man in his 40s)** introduced himself.

**To clarify an idea**

My favourite teacher, Ms. Chan **(the Ms. Chan who teaches science)**, lives down the street from us.

**To show equivalent measures or values**

The Weather Network was predicting fifteen centimetres **(six inches)** of snow.

**To enclose directions and references**

The comma **(see Lesson 2)** is often misused.

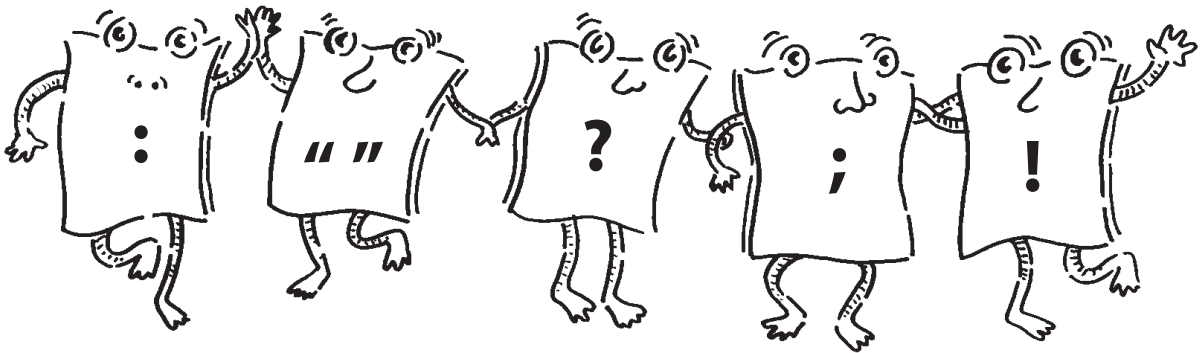
## Punctuating Parentheses

-  Place punctuation **inside** the parentheses if it belongs to the material in parentheses.

She made a weak excuse (“My dog ate it.”) for not having finished her project.

-  Place punctuation **outside** the parentheses if it belongs to the main sentence.

I thought the party was tonight (Saturday), not last night.





## Parentheses

Circle the choice that is correctly punctuated.

1.

(a) Gerry asked his teacher, "Do you know when the skateboard (not the surfboard) was invented?"

(b) Gerry asked his teacher, "Do you know when the (skate board not the surfboard) was invented?"



2.

(a) "No (said Mr. Mankiewicz,) but it sounds like it would be an interesting topic to research."

(b) "No," said Mr. Mankiewicz, "but it sounds like it would be an interesting topic to research."

4.

a) "So tell me," said Mr. Mankiewicz, " (looking intently) how did you spell the word in your search?"

(b) "So tell me," said Mr. Mankiewicz (looking intently), "how did you spell the word in your search?"

3.

(a) "No (said Mr. Mankiewicz,) "I've already searched," (all over the Internet) said Gerry exaggerating slightly, "but I keep finding websites about women's clothes."

(b) "I've already searched all over the Internet," said Gerry (exaggerating slightly), "but I keep finding websites about women's clothes."

5. (a) "Look right here (near the top of the screen). What's wrong with that?"

(b) "Look right here near the top of the screen? (What's wrong with that?)"

6. (a) "Do you really think that's the way you should spell 'board'?" he asked, (kindly.)

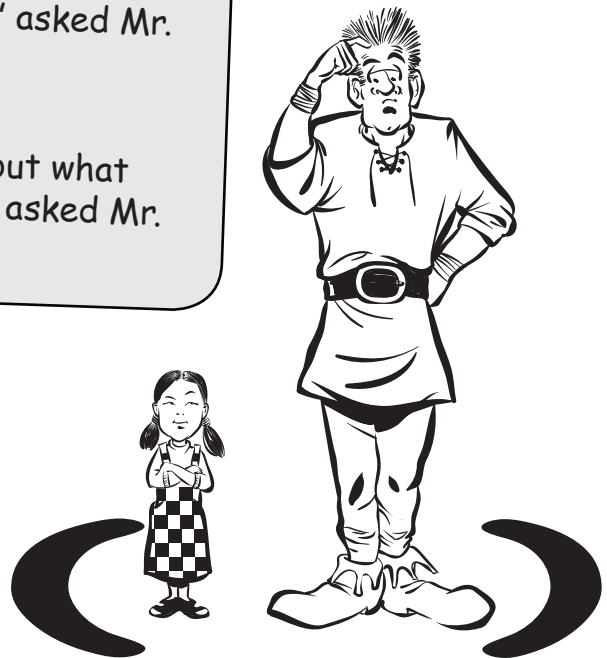
(b) "Do you really think that's the way you should spell 'board'?" he asked kindly.

7. (a) "Oops," said Gerry (sounding embarrassed), "no wonder I found what I did."

(b) "Oops," said Gerry (sounding embarrassed,) "no wonder I found what I did."

8. (a) "Can you figure out what Gerry's error was?" asked Mr. Smart.

(b) (Can you figure out what Gerry's error was?) asked Mr. Smart.



# QUOTATION MARKS

Quotation marks are like bookends; they work in pairs. Quotation marks indicate direct quotations, enclosing the exact words of a speaker, and are also used in a few other special situations.

## Uses of Quotation Marks

### To enclose the exact words of the speaker



Quotation marks show the beginning and end of a speaker's words.

Joe said, "Where is the canoe?"

"What did Robert want?" she asked.

The groom replied, "I do."

Chris asked, "What are you doing this weekend?"

The announcer shouted, "It's the winning goal!"

### Acknowledging Sources



When you're reporting a fact from another source, enclose the exact quoted words in quotation marks. The quotation marks show that the words are not your own.

According to the movie critic at my favourite web site, the new film's special effects are "completely mind-boggling."

In his book, *Creatures of the Earth*, Dr. Hiram Pfisher claims, "Considering their size, tortoises are the slowest-moving animals on the planet."

## Punctuating Quotations



Place periods and commas inside quotation marks.



Place question marks and exclamation marks inside if they are part of the quotation and outside if they are part of the main sentence.

? is part of quotation

The nurse approached her bedside and quietly asked, "How are you feeling today?"

? is part of main sentence

Did the teacher really say, "You don't have any homework over the Spring Break"?



Every time the speaker changes, start a on new line so that your reader can follow the dialogue.

A woman's voice said, "Hi, Sharanna. This is Ingrid Hallstram."

"Oh, hi. How are you?"

"I'm fine," said Ingrid. "Can you baby-sit tonight?"

## Quotation Marks

Insert quotation marks in the correct places in the following passage.

Mother called out, Jordy, will you please clean your room?

Jordy pretended not to hear, and muttered to himself, Not now. I'm busy with this game.

I know you're down there. Please come upstairs now, she summoned again.

He whispered instead to the flashing characters on the screen, Come on - faster - you're almost there!

Mother's voice came from the top of the stairs. Jordy, get up here right now or you're grounded!

Okay, okay, yelled Jordy. I'm coming!

And more quietly, to himself and the team of Neural Fighters, he hissed, I'll be back.

## Other Uses of Quotation Marks

**To enclose titles of short works, including short stories, essays, poems, or any work that is not of book length**



Use quotation marks to identify titles of short works, such as poems, songs, or book chapters.

They sang “O Canada” before the hockey game.

Amazingly, I once memorized “The Cremation of Sam McGee” by Robert Service.

I decided to turn out the light and go to sleep when I saw that the next chapter was “The Monster Returns from the Dead.”

In Lesson 2, you read the poem “The Road Less Travelled.”

**To emphasize a word in a sentence**

Even when I’ve spelled it right, the word “February” always looks wrong.

My cousin drives me crazy, saying everything is “brilliant” all the time.

**To enclose a technical term or to define a word**

In poetry, the term “alliteration” refers to the repetition of beginning letters of words.

Do you know that the word “piano” means “soft”?

**To enclose slang expressions**

That ring looks like it’s got a lot of “bling.”

## More Quotations

Insert quotation marks into the proper places in the following sentences.

1. We read the poem *Ode to a Grecian Urn* in English today.
2. Our teacher suggested that we don't use the word ain't in formal writing.
3. The meaning of the term pun is difficult to explain.
4. The word awesome was stuck in my head all day long.
5. I downloaded the new song *Happy Today* by the band Slang.

## Quotations within Quotations

If you need to put a quote inside another quotation, use single quotation marks

“My little sister,” she giggled, “is so silly. She made up new words to ‘Happy Birthday’ for my brother’s party.”

Janey said, “I distinctly heard Dad reply, ‘No!’ when Bill asked if he could have the car.”

## Quotations within Quotations

Rewrite the following sentences in the space provided inserting quotations and commas as needed.

1. The class representative reported, When I talked to the Students' Council, the President said We will have a dance before the of the year.

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2. Our English teacher stated We will study the poem Fish by Elizabeth Bishop.

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3. Mila announced The phrase quid pro quo comes from Latin, meaning this for that.

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4. Mom replied Dad said No way when I suggested we go to Disneyland next week.

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5. After visiting The Louvre, Aubin said My favourite painting is the Mona Lisa by Leonardo da Vinci.

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# SEMICOLON

A semicolon introduces a longer pause than a comma. It can be tricky to use correctly so save it for the following special situations.

## Uses of the Semicolon

### To connect sentences that are closely related



The semicolon can connect two complete sentences that are closely related. In these examples, the semicolon is a better choice than the period.



Avoid using a semicolon if short joining words, such as **and**, **but** or **or** are used between complete sentences.

### To separate a statement from its explanation

### In place of a coordinate conjunction to show cause and effect

Some people like ketchup with their fries; others prefer vinegar.

It hadn't rained for sixty days; the farmers were desperate for water.


I am getting cold; I wish that they'd turn up the heat.

Be here by three o'clock at the latest; otherwise, we will not wait.

We suffered many indignities; for example, all of our pockets were turned inside out.


The sun was rising; we had to move.

## To separate items in a series

 Like the comma, the semicolon can be used to separate items in a series if the items already contain commas. The semicolon helps the reader understand where the breaks in the list should be.

In one afternoon at the beach, the Kids' Environmental Clean-Up Crew filled ten bags with aluminum cans, glass, and garbage; cleaned the storm drain; and removed graffiti from the information kiosk.

When we went on holiday, we visited relatives in Drumheller, Alberta; Regina, Saskatchewan; Flin Flon, Manitoba; and Thunder Bay, Ontario.

 It can also be used to separate items in a list, especially if the list is headed by a colon.

The camp counsellor told us what to pack: toothbrush and toothpaste; an extra pair of socks; a bottle of water; and some kind of protein snack.



## Semicolon

Put a semicolon in the correct places in the following sentences.

The principal looked serious as she spoke to the assembly\_\_\_ Her voice was low and quiet\_\_\_ however\_\_\_ everyone was listening carefully. She clutched a pile of papers\_\_\_ and held them up, one at a time\_\_\_for all to see: a picture of some sunbeams by Richard in *Grade Two* a perfect math test, written by Kylie in *Grade Five* and a story that was going to be published in a magazine. She read out the name of the author of the story my face turned red when I realized that I had written the story.



# **Grammar on the Go!**

## **Answer Key**

## Punctuation

### Abbreviations

p.74

RCMP	Royal Canadian Mounted Police
p.m.	Time from noon to midnight
AOL	American Online
UN	United Nations
Dr.	Doctor
BC	British Columbia
IE	Internet Explorer
Ex.	For example
Jr.	Junior
AB	Alberta

### Apostrophes

p.76

When we went to my (Auntie Petunia's) Auntie Petunias' ) house, I discovered I'd been elected to look after my twin (nephews) nephew's ), a pair of seven-year-olds. We ( weren't weren't) allowed to watch TV or use the computer, so I had to think of something fast. Luckily, I remembered an easy card game called (7s High) 7's High ). Charlie and Blake are smart, so it was easy to teach them the ( games game's) rules. It was a good thing (I'd) I'd brought along my own deck of cards, as I ( wouldn't've wouldn't have) known where to look for them at someone ( elses else's) house.

### More Apostrophes

p.77

1. couldn't
2. didn't
3. people's
4. couldn't
5. da Vinci's
6. world's



## Capitalization

p.80

1. A – My grandmother works as a doctor.
2. A – When I was little, I called her Aunt Louisa.
3. B – Once, she jumped into the icy river to rescue a boy.
4. B – It was winter, and part of the water was frozen.
5. A – Some people had been skating there, practising for the Junior Olympics.
6. B – When the boy fell through the ice, the coach panicked.
7. A – Our teacher saved the boy's life and won the Governor General's Medal.
8. B – Sometimes I want to say to him, "I'm so proud of you, Dad!"

## More Capitalization

p.86

Dear Mr. and mrs. Ford,  
Thank you for the great time at Camp niagara Falls. I could have stayed longer than just the month of august. The activities were so fun, especially when we got to go for a ride on the model of the titanic.  
It was great that you sent me that Scholarship for Young canadians. I would not have been able to come to ontario without it.  
I also really like the book you gave me, *How to Build a canoe*.  
with thanks,  
Justin

## Colon

p.89

To the Manager Y  
I am very disappointed with some products I bought at your store N After I brought them home, I discovered a number of problems Y the runners I bought had a broken lace N the T-shirt had a stain on the back N and the skateboard was missing a wheel N I feel like I could write a book, Shopping's No Fun Y Everything's Junk.  
Please phone me any morning, no earlier than 8 Y 30.

Thank you,  
Chris Spaulding  
250-555-1612

## Commas and Addresses

p.92

1. We could not find Singh's house as the address is 11611 Seventy-First Street, Surrey, BC not 11611 Seventy-First Avenue, Surrey, BC.

## Commas

p.93

1. I wanted to go to the movie, but nothing good was playing.
2. I finished my homework early, so I could enjoy my evening.
3. Although I ate a large breakfast, I was still hungry by noon.
4. If you want to get to school on time, you must leave now.
5. The street was filled with cars, yet it seemed really quiet.

## Comma Use

p.96

1. We arrived late, but they did not come at all.
2. We arrived at seven, and they came at eight.
3. If you take your time, you will do well.
4. On page 11 of the textbook, you will find the answer.
5. Mr. Burrough, the school principal, said a few words at the meeting.
6. Joan, will you help me with this math problem?
7. I know I said I would do that, Mother, but I forgot.
8. Come here, Boxer. Your dinner is in your dish.
9. "Today I quit smoking," announced my father.
10. I ordered eggs, bacon, toast, jam, pancakes, syrup, and apple juice.

## Dash

p.100

1. Our soccer team is planning an exchange to Australia – a place I’ve always wanted to visit.
2. There are so many things I hope to see – koalas, kangaroos, and all those colourful parrots.
3. We plan to visit some of the cities – Sydney, Brisbane, and Cairns.
4. I’d also love to go to the beaches – to learn how to surf – not to see any sharks!
5. We’ll play the local teams – some of them are supposed to be very good.
6. We’ll stay in the homes of the players – John, Marko, and Kevin - instead of having to pay for hotels.
7. Of course, there’s one small detail that’s standing in our way – fundraising! But as they say in Oz, “She’ll be ‘right – no worries!”

## Period

p.104

1. Dinner will be ready in five minutes.
2. Combine one cup of water and two eggs in the cake mix.
3. The sun is burning hot today. Unfortunately, I forgot my sunscreen at home.
4. The teacher asked me how many times I had tried the question.
5. I replied, “I’ve tried it three times.”
6. The teacher looked at my homework and said, “It looks like you got it right on the last try.”
7. I will be leaving for my dance lesson at 3:30 p.m. and be there at 4:00.
8. Before you leave for school, eat your breakfast, brush your teeth, etc. Be out of the house in time for the bus.

## Exclamation Mark

p.106

1. C – To emphasize surprise at how strange the phone call was.
2. E – To indicate surprise at winning the contest.
3. G – To indicate excitement at receiving the prize.
4. H – to emphasize excitement in the brother's voice

## Question Mark

p.108

"Have you ever been to Hawaii Y" she asked N

"No N have you Y"

"Unfortunately N" she replied, "only in my dreams."

"I wonder if we'll ever get there N Do you know how much it costs Y"

"No, but I'll phone someone and ask N"

## End Punctuation

p.109

1. Look at the eagle in the sky.
2. What time will the plane arrive?
3. Run quickly!
4. In the summer, I enjoy running, biking, swimming, etc.
5. What movie are we going to see tonight?
6. Stop that noise, now!
7. We saw an orca while we were on the ferry. or !
8. Who set the table for dinner?
9. Look at the child run!
10. Please pass the salt and pepper.

## Hyphen

p.112

My great Y grandmother, who is a hundred N and N one, won an all Y expense paid holiday to Mexico. She made all N the plans and reservations herself, and took along my half Y brother and his wife. She told us that her favourite part was a self Y guided tour of the Mayan N pyramids.

## Parentheses

p.115

1. (a) Gerry asked his teacher, "Do you know when the skateboard (not the surfboard) was invented?"
2. (b) "No," said Mr. Mankiewicz, "but it sounds like it would be an interesting topic to research."
3. (b) "I've already searched all over the Internet," said Gerry (exaggerating slightly), "but I keep finding websites about women's clothes."
4. (b) "So tell me," said Mr. Mankiewicz (looking intently), "how did you spell the word in your search?"
5. (a) "Look right here (near the top of the screen). What's wrong with that?"
6. (b) "Do you really think that's the way you should spell 'board'?" he asked kindly.
7. (a) "Oops," said Gerry (sounding embarrassed), "no wonder I found what I did."
8. (a) "Can you figure out what Gerry's error was?" asked Mr. Smart.

## Quotation Marks

p.119

Mother called out, "Jordy, will you please clean your room?" Jordy pretended not to hear, and muttered to himself, "Not now. I'm busy with this game."

"I know you're down there. Please come upstairs now," she summoned again.

He whispered instead to the flashing characters on the screen, "Come on – faster – you're almost there!" Mother's voice came from the top of the stairs.

"Jordy, get up here right now or you're grounded!"

"Okay, okay," yelled Jordy. "I'm coming!"

And more quietly, to himself and the team of Neural Fighters, he hissed, "I'll be back."

## More Quotations

p.121

1. We read the poem "Ode to a Grecian Urn" in English today.
2. Our teacher suggested that we don't use the word "ain't" in formal writing.
3. The meaning of the term "pun" is difficult to explain.
4. The word "awesome" was stuck in my head all day long.
5. I downloaded the new song "Happy Today" by the band Slang.

## Quotations within Quotations

p.122

1. The class representative reported, "When I talked to the Students' Council, the President said, 'We will have a dance before the end of the year.'"
2. Our English teacher stated, "We will study the poem 'Fish' by Elizabeth Bishop."
3. Mila announced, "The phrase 'quid pro quo' comes from the Latin, meaning 'this for that.'"
4. Mom replied, "Dad said, 'No way,' when I suggested we go to Disneyland next week."
5. After visiting The Louvre, Aubin said, "My favorite painting is the 'Mona Lisa' by Leonardo da Vinci."

## Semicolon

p.127

The principal looked serious as she spoke to the assembly\_\_ Her voice was low and quiet; however\_\_ everyone was listening carefully. She clutched a pile of papers\_\_ and held them up, one at a time\_\_ for all to see: a picture of some sunbeams by Richard in Grade Two; a perfect math test, written by Kylie in Grade Five; and a story that was going to be published in a magazine. She read out the name of the author of the story; my face turned red when I realized that I had written the story.