

Focus

Language Mechanics Skills

- identifying correct punctuation
- identifying correct capitalization and punctuation

Test-taking Skills

- following written directions
- working methodically
- understanding unusual item formats
- identifying more than one error
- comparing answer choices
- indicating that there is no error

Samples A and B

Say **Open your book to Lesson 4a on page 28.**

Check to see that the students have found the right page.

Say **In this lesson, you will answer questions about capital letters and punctuation marks.**

Look at Sample A. Read the sentence with the underlined part. Now look at the answer choices. Find the answer choice that shows the correct capitalization and punctuation for the underlined part. If the underlined part is already correct, choose "Correct as it is." (pause) Answer D is correct because the underlined part is correct as it is. Fill in the circle for answer D in the rows at the bottom of the page. Be sure the circle is completely filled in with a dark mark.

Check to be sure the students have filled in the correct circle.

Say **Now find Sample B. Read the sentences. Find the sentence that has correct capitalization and punctuation.** (pause) Answer choice H is correct, so you should mark circle H for Sample B in the rows at the bottom of the page. Be sure the circle is completely filled in with a dark mark.

Sample A

The bus ride will take about an hour.

- A ride. Will
B ride? will
C ride, will
• D Correct as it is.

Sample B

- F Rudy gave Janet a gift.
G We can leave now but, the party isn't until seven.
• H Do you think she will be surprised?
J This cake looks wonderful!



Be sure you know if you are to look for correct or incorrect capitalization and punctuation.

For Numbers 1 and 2, decide which punctuation mark, if any, is needed in the sentence.

- 1 The puppy couldn't find the food dish.

- A . • B , C ? D None

- 2 "This is fun," answered Lettie.

- F , G ? • H " J None

For Numbers 3 and 4, choose the answer that is written correctly and shows the correct capitalization and punctuation.

- 3 A The tennis courts are full.

- B Venus put our names on the list.
C Did you remember your racket?
D This can of tennis balls is new?

- 4 F Tell Mrs Jensen I called.

- G Miss Richards will be late.
H Our coach is Mr. Wansmaker.
• J Dr. Collinart was here earlier.

28 Answer rows A ○ ○ ○ ○ 1 ○ ○ ○ ○ 3 ○ ○ ○ ○
B ○ ○ ○ ○ 2 ○ ○ ○ ○ 4 ○ ○ ○ ○

Check to see that the students have marked the correct circle. Discuss the errors in the other sentences.

Say Now let's look at the tip.

Read the tip aloud to the students.

Say This lesson covers two skills, capitalization and punctuation. It is very important that you read the directions carefully so you will know what you are supposed to do. Sometimes you must find a missing punctuation mark, and sometimes you must find the correct capitalization and punctuation. If you don't pay careful attention to the directions, you will probably make a mistake.

Spend a few minutes discussing the following conventions: capitalizing proper nouns and the beginning of sentences; end punctuation; commas in a series; direct quotations; apostrophes; dates; and opening and closing of a letter.

Practice

Say Now you will do more items.

There are several different types of items in this lesson, so you should read the directions for each group of items carefully. Be sure you know what you are supposed to do. Look at the answer choices carefully before you choose the one you think is correct. Compare them to one another, keeping in mind the capitalization and punctuation you should be looking for. Mark the circle for your answers in the rows at the bottom of the page. Make sure the circle is completely filled in and remember to press your pencil firmly so your mark comes out dark. Work until you come to the STOP sign at the bottom of page 29. Do not write anything except your answer choices in your book. Completely erase any marks for answers that you change. Are you ready? Let's begin.

Allow time for students to fill in their answers.

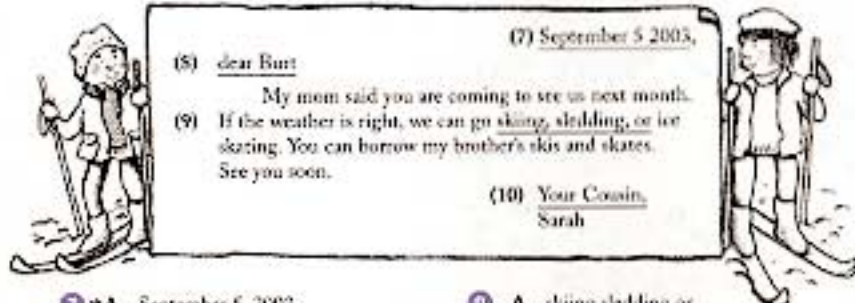
For Numbers 5 through 10, look at the underlined part of the sentence. Choose the answer that shows the best capitalization and punctuation for that part.

- 5 Winters are warm in Tucson Arizona.

A Tucson, arizona
B Tucson Arizona,
C Tucson, Arizona.
D Correct as it is

- 6 The play will be held on Wednesday, Thursday, and Friday, nights.

F Thursday, and Friday
G Thursday, and, Friday
H Thursday and Friday,
J Correct as it is



- 7 A September 5, 2003
B September 5 2003
C September 5, 2003,
D Correct as it is

- 9 A skiing sledging or
B skiing, sledging, or,
C skiing sledging or,
D Correct as it is

- 8 F Dear Burt
G dear burt
H Dear Burt,
J Correct as it is

- 10 F Your Cousin
G Your cousin,
H your Cousin,
J Correct as it is

Answer rows 5 ● ● ● 7 ● ● ● 9 ● ● ●
6 ● ● ● 8 ● ● ● 10 ● ● ●



Say It's time to stop. You have finished Lesson 4a.

Review the answers with the students. Discuss the capitalization and punctuation rules that underlie each item. Remind the students that when they take an achievement test, it is important to pay attention to the directions. In this lesson, for example, there were several different kinds of items. Spend extra time on the items where students had to find more than one error type.

Have the students indicate completion of the lesson by entering their score for this activity on the progress chart at the beginning of the book. Provide the students with whatever help is necessary to record their scores.