Grammar and Mechanics Rules

**Capitalization:**
- First Word in a Sentence
- The pronoun “I”
- Title Used with the Last Name of a Person
- Letter Opening-the First, Last, and All Important Words
- First Word in a Letter Closing
- The Title of a Written Work- the First, Last, and All Important Words
- Proper Nouns- Certain Person, Certain Place, Certain Think, Holidays, Days of the Week, and Months
- First Word in a Direct Quotation

**Punctuation:**
- Period- Telling sentence
- Abbreviations
- Question-Asking Sentence
- Exclamation Mark- Sentence with Strong Emotion

**Comma**
- Between Words in a Series
- After the Letter Opening
- After the Letter Closing
- Between the Date and Year
- Between the City and State
- Before a Direct Quotation
- In a Compound Sentence

**Apostrophe:**
- In Contractions
- In Singular Possessives
- In Plural Possessives