

CAPITALIZATION RULES:

Rule 11: Capitalize the names of companies, buildings, and stores.

PUNCTUATION RULES:

Rule 8: Use a period after the abbreviations of most titles and initials.

Does Grandmother live in Denver, Colorado?

William and Joey went to a movie on Saturday.

☒ Correct as is.

Editing for Capitalization and Punctuation

Name: _____

CAPITALIZATION RULES:

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- Rule 4:** Capitalize family names when used in place of or with the person's name.
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- Rule 6:** Capitalize days and months.
- Rule 7:** Capitalize the names of holidays.
- Rule 8:** Capitalize names of cities, towns, states, and countries.
- Rule 9:** Capitalize names of streets, roads, and highways.
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PUNCTUATION RULES:

- Rule 1:** Use a period for a statement.
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- Rule 8:** Use a period after the abbreviations of most titles and initials.

- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

1 10 9 9
 Did Fluffy climb the tree on Maple Street?
 2

- **Exercise 2:** Correct each mistake.

Editing Guide: Capitals: 3 Periods: 1 End Marks: 1

D J m
 dr. joe pulled my tooth on monday.

- **Exercise 3:** Choose the correct sentence.

- annie painted a picture of grandfather
- Ⓐ Annie painted a picture of grandfather
 - Ⓑ Annie painted a picture of Grandfather.
 - Ⓒ Correct as is.

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- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

1(or 3)
Cindy, you have a phone call from ⁵Mr. ³Freeman.
7 8 1

- **Exercise 2:** Correct each mistake. **Editing Guide:** Capitals: 3 End Marks: 1

^Ii went swimming every ^Tthursday in ^Aaugust.

- **Exercise 3:** Choose the correct sentence.

Did you move from miami florida.

Ⓐ Did you move from Miami, Florida.

Ⓑ Did you move from Miami, Florida?

Ⓒ Correct as is.

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- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

¹ May ² I play with ³ Mary on ⁶ Wednesday?
₂

- **Exercise 2:** Correct each mistake. **Editing Guide:** Capitals: 4 End Marks: 1

^D ^m did ^N muffin have kittens in ^D november or december?

- **Exercise 3:** Choose the correct sentence.

Where did Sam go on Tuesday?

- Ⓐ Where did Sam go on Tuesday.
- Ⓑ Where did Sam go on tuesday?
- Ⓒ Correct as is.

SHURLEY INSTRUCTIONAL MATERIALS, INC.

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PUNCTUATION RULES:

Rule 8: Use a period after the abbreviations of most titles and initials.

1

do you live on maple street in jackson, mississippi?

☒ Correct as is.

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Rule 11: Capitalize the names of companies, buildings, and stores.

PUNCTUATION RULES:

Rule 8: Use a period after the abbreviations of most titles and initials.

1 3 7 7
Does Danny come home for Thanksgiving or Christmas?
2

D J T W
dr. jackson will be back on tuesday or wednesday.

☒ Correct as is.

Editing for Subject-Verb Agreement

Name: _____

Rule 1: A singular subject must use a singular verb form that ends in **s** or **es**.

Rule 2: A plural subject or the subject **YOU** must use a plural verb form that has **no s** or **es** ending.

- **Exercise 1:** For each sentence, do three things: (1) Write the subject. (2) Write **S** and **Rule 1** if the subject is singular, or write **P** and **Rule 2** if the subject is plural. (3) Underline the correct verb.

Subject	S or P	Rule	
<u>game</u>	<u>S</u>	<u>1</u>	1. The big game (<u>is</u> , are) today.
<u>you</u>	<u>P</u>	<u>2</u>	2. You (is, <u>are</u>) my best friend.

- **Exercise 2:** Correct the verb in each sentence below.

1. The big game ^{is} ~~are~~ today.

2. You ^{are} ~~is~~ my best friend.

- **Exercise 3:** Choose the correct sentence.

1. Ⓐ They race in the pool.

Ⓑ They races in the pool.
2. Ⓐ We was late for lunch.

Ⓑ We were late for lunch.

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- **Exercise 1:** For each sentence, do three things: (1) Write the subject. (2) Write **S** and **Rule 1** if the subject is singular, or write **P** and **Rule 2** if the subject is plural. (3) Underline the correct verb.

Subject	S or P	Rule	
_____ <u>He</u> _____	_____ <u>S</u> _____	_____ <u>1</u> _____	1. He (<u>doesn't</u> , don't) like carrots.
_____ <u>boys</u> _____	_____ <u>P</u> _____	_____ <u>2</u> _____	2. The boys (has, <u>have</u>) a new boat.

- **Exercise 2:** Correct the verb in each sentence below.

1. He ^{doesn't} ~~don't~~ like carrots.

2. The boys ^{have} ~~has~~ a new boat.

- **Exercise 3:** Choose the correct sentence.

Ⓐ Her pet bird talk to everyone.

Ⓑ Her pet bird talks to everyone.

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Name: _____

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- **Exercise 1:** For each sentence, do three things: (1) Write the subject. (2) Write **S** and **Rule 1** if the subject is singular, or write **P** and **Rule 2** if the subject is plural. (3) Underline the correct verb.

Subject	S or P	Rule	
<u>gerbils</u>	<u>P</u>	<u>2</u>	1. The gerbils (stares, <u>stare</u>) at us.
<u>birds</u>	<u>S</u>	<u>1</u>	2. That bird (<u>has</u> , have) strong wings.

- **Exercise 2:** Correct the verb in each sentence below.

1. The gerbils ^{stare} ~~stares~~ at us.

2. That bird ^{has} ~~have~~ strong wings.

- **Exercise 3:** Choose the correct sentence.

Ⓐ My puppy dig in Mom's flower bed.

Ⓑ My puppy digs in Mom's flower bed.

Editing for A/An

Name: _____

- **Exercise 1:** Some of the **a/an** words are correct, and some are not correct. Write the correction above any **a/an** mistake.

1. Do you want ^{an} **a** egg for breakfast?

1. **a** house

2. ^{An} **A** apple is ^a **an** fruit.

2. ^{An} **a** ocean

3. ^{An} **A** ant is **an** insect.

3. ^{An} **a** elephant

- **Exercise 2:** Some of the **a/an** words are correct, and some are not correct. Write the correction above any **a/an** mistake.

1. I have ^{an} **a** eye appointment today.

1. **an** airplane

2. I want **a** ham sandwich for lunch.

2. ^A **an** star

3. We bought ^{an} **a** oil lamp yesterday.

3. **an** otter

- **Exercise 3:** Choose the correct sentence.

Ⓐ He turned down an alley.

Ⓑ He turned down a alley.

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Rule 11: Capitalize the names of companies, buildings, and stores.

PUNCTUATION RULES:

Rule 8: Use a period after the abbreviations of most titles and initials.

1 5 3 3 3 9 9 6
Did Mr. Jim W. Walker move to 23 Miller Street last Saturday?
8 8 2

T
this letter was mailed to m E J H
mrs. e. j. hampton
S
on september 10.

© Correct as is.

Editing for Homonyms

Name: _____

Homonyms are words which sound alike but have different meanings and different spellings.

1. blew - did blow 2. blue - a color	9. its - ownership pronoun 10. it's - contraction for <i>it is</i>	17. their - belonging to them 18. there - in that place
3. buy - to purchase 4. by - near to	11. knew - did know 12. new - recently made or bought	19. to - toward; a preposition 20. two - the number 2; a couple
5. cent - a penny 6. sent - did send	13. know - to understand 14. no - not so; negative	21. weak - not strong 22. week - period of seven days
7. hear - to listen 8. here - in this place	15. right - correct; direction 16. write - to form letters	23. your - owned by you; a pronoun 24. you're - contraction for you are

- **Exercise 1:** Find the homonym mistake in each sentence. Write the correction above the mistake.

1. ^{You're} **Your** going to be late if you do not hurry.
2. We like ^{their} **there** new home.
3. The wind ^{blew} **blue** from the north today.

- **Exercise 2:** Find the homonym mistake in each sentence. Write the correction above the mistake.

1. Did you ^{hear} **here** the directions?
2. I did not ^{know} **no** my spelling words today.
3. She has a birthday this ^{week} **weak**.

- **Exercise 3:** Choose the correct sentence.

- Ⓐ Did he write a letter to his grandmother?
- Ⓑ Did he right a letter to his grandmother?

Editing for Contractions

Name: _____

► **Exercise 1:** Write the **contractions** for the words.

1. are not _____ *aren't*
2. is not _____ *isn't*
3. I am _____ *I'm*
4. was not _____ *wasn't*
5. were not _____ *weren't*
6. we will _____ *we'll*

► **Exercise 2:** Write the words for the **contractions**.

1. won't _____ *will not*
2. can't _____ *cannot*
3. don't _____ *do not*
4. hasn't _____ *has not*
5. didn't _____ *did not*
6. she's _____ *she is or she has*

► **Exercise 3:** Write the **contraction** of the words on the left to complete the sentence.

- does not 1. My puppy _____ *doesn't* _____ like a bath.
- I have 2. Yes, _____ *I've* _____ read that book.
- we are 3. No, _____ *we're* _____ not going to town.

Editing for Spelling Rules for Plurals of Nouns

Name: _____

RULES TO MAKE REGULAR NOUNS PLURAL

1. Add **-s** to most nouns without special endings.
2. Add **-es** to nouns that end in **ch, sh, z, s, ss, x**.
3. Add **-es** to nouns that end in a consonant plus **y**; change **y** to **i** before adding **es**.
4. Add **-s** to nouns that end in a vowel plus **y**.

RULES TO MAKE REGULAR NOUNS PLURAL

5. Change the spelling completely for the plural form of some nouns:
child/children, foot/feet, goose/geese, man/men, mouse/mice, ox/oxen, tooth/teeth, woman/women

► **Exercise 1:** Write the rule number and the plural form of each noun.

	Rule	Plural Form		Rule	Plural Form
1. tree	1	trees	4. mouse	5	mice
2. fly	3	flies	5. donkey	4	donKeys
3. brush	2	brushes	6. car	1	cars

► **Exercise 2:** Write the rule number and the plural form of each noun.

	Rule	Plural Form		Rule	Plural Form
1. ox	5	oxen	6. bench	2	benches
2. book	1	books	7. monkey	4	monKeys
3. fox	2	foxes	8. foot	5	feet
4. key	4	Keys	9. berry	3	berries
5. baby	3	babies	10. light	1	lights

Editing a Friendly Letter

Name:

- **Exercise 1:** Write the titles above the parts of a friendly letter. Use the titles below.

TITLE PARTS of a Friendly Letter: Closing Signature Heading Greeting Body

Friendly Letter

1. Title:

Heading

69 Willow Drive
Green Valley, AZ 00043
August 2, 2008

2. Title:

Greeting

Dear Jane,

3. Title:

Body

We have been spending a lot of time swimming and fishing. Will you come see us before school starts? I'm looking forward to seeing you.

4. Title:

Closing

Your friend,

5. Title:

Signature

Cathy

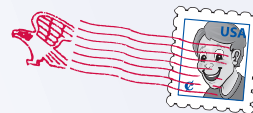
- **Exercise 2:** Write these titles above the correct parts of an envelope.

Return Address
Mailing Address

6. Title:

Return Address

Cathy West
69 Willow Drive
Green Valley, AZ 00043



7. Title:

Mailing Address

Jane Bradley
236 Front Street
Conway, AR 00032

Editing for Capitalization and Punctuation

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- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

Does **G**randmother live in **D**enver, **C**olorado?

- **Exercise 2:** Correct each mistake. **Editing Guide: Capitals: 3 End Marks: 1**

william and joey went to a movie on saturday

- **Exercise 3:** Choose the correct sentence.

Do you think the egg will hatch?

- Ⓐ do You think the Egg will hatch.
- Ⓑ Do you think the Egg will Hatch!
- Ⓒ Correct as is.

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Did **F**luffy climb the tree on **M**aple **S**treet?

- **Exercise 2:** Correct each mistake.
Editing Guide: Capitals: 3 Periods: 1 End Marks: 1

dr joe pulled my tooth on monday

- **Exercise 3:** Choose the correct sentence.

annie painted a picture of grandfather

Ⓐ Annie painted a picture of grandfather

Ⓑ Annie painted a picture of Grandfather.

Ⓒ Correct as is.

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Cindy, you have a phone call from **Mr. Freeman**.

- **Exercise 2:** Correct each mistake. **Editing Guide:** Capitals: 3 End Marks: 1

i went swimming every thursday in august

- **Exercise 3:** Choose the correct sentence.

Did you move from miami florida.

Ⓐ Did you move from Miami, Florida.

Ⓑ Did you move from Miami, Florida?

Ⓒ Correct as is.

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May I play with Mary on Wednesday?

- **Exercise 2:** Correct each mistake. **Editing Guide:** Capitals: 4 End Marks: 1

did muffin have kittens in november or december

- **Exercise 3:** Choose the correct sentence.

Where did Sam go on Tuesday?

- Ⓐ Where did Sam go on Tuesday.
- Ⓑ Where did Sam go on tuesday?
- Ⓒ Correct as is.

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- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

Chris and I were born on July 4, 2002.

- **Exercise 2:** Correct each mistake. **Editing Guide: Capitals: 5 End Marks: 1**

when did uncle joe move to north carolina

- **Exercise 3:** Choose the correct sentence.

Did Mrs. Wong read stories to the children at the library.

- Ⓐ Did mrs Wong read stories to the Children at the Library?
- Ⓑ Did Mrs. Wong read stories to the children at the library?
- Ⓒ Correct as is.

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- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

Randy will see the **E**mpire **S**tate **B**uilding in **M**arch.

- **Exercise 2:** Correct each mistake.
Editing Guide: Capitals: 5 Commas: 1 End Marks: 1

do you live on maple street in jackson mississippi

- **Exercise 3:** Choose the correct sentence.

Uncle jack was born on december 25, 1990.

- Ⓐ Uncle Jack was born on December 25, 1990.
- Ⓑ Uncle Jack was born on December 25 1990
- Ⓒ Correct as is.

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- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

Does **D**anny come home for **T**hanksgiving or **C**hristmas?

- **Exercise 2:** Correct each mistake.

Editing Guide: Capitals: 4 Periods: 1 End Marks: 1

dr jackson will be back on tuesday or wednesday

- **Exercise 3:** Choose the correct sentence.

Was George Washington the first President of the United States?

- Ⓐ Was George Washington the first President of the united states.
- Ⓑ was George Washington the first President of the United States?
- Ⓒ Correct as is.

Editing for Subject-Verb Agreement

Name: _____

Rule 1: A singular subject must use a singular verb form that ends in **s** or **es**.

Rule 2: A plural subject or the subject **YOU** must use a plural verb form that has **no s** or **es** ending.

- **Exercise 1:** For each sentence, do three things: (1) Write the subject. (2) Write **S** and **Rule 1** if the subject is singular, or write **P** and **Rule 2** if the subject is plural. (3) Underline the correct verb.

Subject	S or P	Rule	
_____	_____	_____	1. The big game (is, are) today.
_____	_____	_____	2. You (is, are) my best friend.

- **Exercise 2:** Correct the verb in each sentence below.

1. The big game are today.

2. You is my best friend.

- **Exercise 3:** Choose the correct sentence.

1. Ⓐ They race in the pool.

Ⓑ They races in the pool.

2. Ⓐ We was late for lunch.

Ⓑ We were late for lunch.

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Subject	S or P	Rule	
_____	_____	_____	1. He (doesn't, don't) like carrots.
_____	_____	_____	2. The boys (has, have) a new boat.

- **Exercise 2:** Correct the verb in each sentence below.

1. He don't like carrots.

2. The boys has a new boat.

- **Exercise 3:** Choose the correct sentence.

Ⓐ Her pet bird talk to everyone.

Ⓑ Her pet bird talks to everyone.

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Subject	S or P	Rule	
_____	_____	_____	1. The gerbils (stares, stare) at us.
_____	_____	_____	2. That bird (has, have) strong wings.

- **Exercise 2:** Correct the verb in each sentence below.

1. The gerbils stares at us.

2. That bird have strong wings.

- **Exercise 3:** Choose the correct sentence.

Ⓐ My puppy dig in Mom's flower bed.

Ⓑ My puppy digs in Mom's flower bed.

Editing for A/An

Name: _____

- **Exercise 1:** Some of the **a/an** words are correct, and some are not correct.
Write the correction above any **a/an** mistake.

- | | |
|--|----------------------|
| 1. Do you want a egg for breakfast? | 1. a house |
| 2. A apple is an fruit. | 2. a ocean |
| 3. A ant is an insect. | 3. a elephant |

- **Exercise 2:** Some of the **a/an** words are correct, and some are not correct.
Write the correction above any **a/an** mistake.

- | | |
|--|-----------------------|
| 1. I have a eye appointment today. | 1. an airplane |
| 2. I want a ham sandwich for lunch. | 2. an star |
| 3. We bought a oil lamp yesterday. | 3. an otter |

- **Exercise 3:** Choose the correct sentence.

- Ⓐ He turned down an alley.
Ⓑ He turned down a alley.

Editing for Capitalization and Punctuation

Name: _____

CAPITALIZATION RULES:

- Rule 1:** Capitalize the first word of a sentence.
- Rule 2:** Capitalize the pronoun **I**.
- Rule 3:** Capitalize the names and initials of people.
- Rule 4:** Capitalize family names when used in place of or with the person's name.
- Rule 5:** Capitalize titles used with people's names.
- Rule 6:** Capitalize days and months.
- Rule 7:** Capitalize the names of holidays.
- Rule 8:** Capitalize names of cities, towns, states, and countries.
- Rule 9:** Capitalize names of streets, roads, and highways.
- Rule 10:** Capitalize the names of pets.
- Rule 11:** Capitalize the names of companies, buildings, and stores.

PUNCTUATION RULES:

- Rule 1:** Use a period for a statement.
- Rule 2:** Use a question mark for a question.
- Rule 3:** Use an exclamation point for strong feeling.
- Rule 4:** Use a comma between the day and year.
- Rule 5:** Use a comma between the city and state.
- Rule 6:** Use a comma to separate words in a series.
- Rule 7:** Use a comma to separate the name of a person directly spoken to from the rest of the sentence.
- Rule 8:** Use a period after the abbreviations of most titles and initials.

- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use the rule numbers above.

Did **Mr.** Jim **W. W**alker move to 23 **Miller S**treet last **S**aturday?

- **Exercise 2:** Correct each mistake.

Editing Guide: Capitals: 6 Periods: 3 End Marks: 1

this letter was mailed to mrs e j hampton
on september 10

- **Exercise 3:** Choose the correct sentence.

we will visit the Memphis Zoo on Saturday.

Ⓐ we will visit the Memphis zoo on Saturday.

Ⓑ We will visit the Memphis Zoo on Saturday.

Ⓒ Correct as is.

Editing for Homonyms

Name: _____

Homonyms are words which sound alike but have different meanings and different spellings.

1. blew - did blow 2. blue - a color	9. its - ownership pronoun 10. it's - contraction for <i>it is</i>	17. their - belonging to them 18. there - in that place
3. buy - to purchase 4. by - near to	11. knew - did know 12. new - recently made or bought	19. to - toward; a preposition 20. two - the number 2; a couple
5. cent - a penny 6. sent - did send	13. know - to understand 14. no - not so; negative	21. weak - not strong 22. week - period of seven days
7. hear - to listen 8. here - in this place	15. right - correct; direction 16. write - to form letters	23. your - owned by you; a pronoun 24. you're - contraction for you are

► **Exercise 1:** Find the homonym mistake in each sentence. Write the correction above the mistake.

1. Your going to be late if you do not hurry.
2. We like there new home.
3. The wind blue from the north today.

► **Exercise 2:** Find the homonym mistake in each sentence. Write the correction above the mistake.

1. Did you here the directions?
2. I did not no my spelling words today.
3. She has a birthday this weak.

► **Exercise 3:** Choose the correct sentence.

- Ⓐ Did he write a letter to his grandmother?
- Ⓑ Did he right a letter to his grandmother?

Editing for Contractions

Name: _____

▶ Exercise 1: Write the **contractions** for the words.

1. are not _____
2. is not _____
3. I am _____
4. was not _____
5. were not _____
6. we will _____

▶ Exercise 2: Write the words for the **contractions**.

1. won't _____
2. can't _____
3. don't _____
4. hasn't _____
5. didn't _____
6. she's _____

▶ Exercise 3: Write the **contraction** of the words on the left to complete the sentence.

- | | |
|----------|---------------------------------|
| does not | 1. My puppy _____ like a bath. |
| I have | 2. Yes, _____ read that book. |
| we are | 3. No, _____ not going to town. |

Editing for Spelling Rules for Plurals of Nouns

Name: _____

RULES TO MAKE REGULAR NOUNS PLURAL

1. Add **-s** to most nouns without special endings.
2. Add **-es** to nouns that end in **ch, sh, z, s, ss, x**.
3. Add **-es** to nouns that end in a consonant plus **y**; change **y** to **i** before adding **es**.
4. Add **-s** to nouns that end in a vowel plus **y**.

RULES TO MAKE REGULAR NOUNS PLURAL

5. Change the spelling completely for the plural form of some nouns:
child/children, foot/feet, goose/geese, man/men, mouse/mice, ox/oxen, tooth/teeth, woman/women

► **Exercise 1:** Write the rule number and the plural form of each noun.

	Rule	Plural Form		Rule	Plural Form
1. tree			4. mouse		
2. fly			5. donkey		
3. brush			6. car		

► **Exercise 2:** Write the rule number and the plural form of each noun.

	Rule	Plural Form		Rule	Plural Form
1. ox			6. bench		
2. book			7. monkey		
3. fox			8. foot		
4. key			9. berry		
5. baby			10. light		

Editing a Friendly Letter

Name:

- **Exercise 1:** Write the titles above the parts of a friendly letter. Use the titles below.

TITLE PARTS of a Friendly Letter: Closing Signature Heading Greeting Body

Friendly Letter

1. Title:

69 Willow Drive
Green Valley, AZ 00043
August 2, 2008

2. Title:

Dear Jane,

3. Title:

We have been spending a lot of time swimming and fishing. Will you come see us before school starts? I'm looking forward to seeing you.

4. Title:

Your friend,

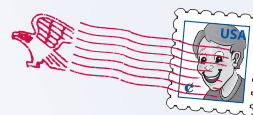
5. Title:

Cathy

- **Exercise 2:** Write these titles above the correct parts of an envelope.
Return Address
Mailing Address

6. Title:

Cathy West
69 Willow Drive
Green Valley, AZ 00043



7. Title:

Jane Bradley
236 Front Street
Conway, AR 00032