

Editing Sentences for Capitalization, Punctuation, Spelling, and Subject-Verb Agreement

Name:

- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use References 7 and 9 on pages 24, 30–31 to look up the capitalization and punctuation rule numbers.

^(or 3)
¹
³
Mr. Lewis, our principal, is the tallest person ² **I** know.
₄ ₁₃ ₁₃ ₁

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

^w
we will play games, eat cookies, and paint pictures on ^T **t**hursday and ^F **f**riday.

- **Exercise 3:** Correct each mistake.
Editing Guide: Misspelled Words: 2 Subject-Verb Agreement: 1

^{friends} ^{play} ^{noon}
 My **frends** and I **plays** basketball every day at **noon**.

- **Exercise 4:** Choose the correct sentence.

Our apartment has a large window, with a nice view of the city park.

- Ⓐ Our apartment, has a large window with a nice view of the city park.
 Ⓑ Our apartment has a large window with a nice view of the city park.
 Ⓒ Correct as is

Editing Sentences for Capitalization, Punctuation, Spelling, Subject-Verb Agreement, and Homonyms

Name:

- **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use References 7 and 9 on pages 24, 30–31 to look up the capitalization and punctuation rule numbers.

1 3 5 5
 Did **G**randmother live in **N**ew **Y**ork when she was young?
 |

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

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

o L H P
 our class will read little house on the prairie next week.

- **Exercise 3:** Correct each mistake. **Editing Guide:** Subject-Verb Agreement: 1 Homonyms: 3

Our eat their by
 Hour cats **eats there** food on the porch **buy** the backdoor.

- **Exercise 4:** Choose the correct sentence.

i want two spend the Summer with my Cousins Jeffery and Kendra.

- Ⓐ I want to spend the summer with my Cousins Jeffery and kendra.
 Ⓑ I want to spend the summer with my cousins, Jeffery and Kendra.
 Ⓒ Correct as is

Editing Paragraphs for Capitalization, Punctuation, Spelling, Subject-Verb Agreement, and Homonyms

Name:

▶ **Exercise 1:** Correct each mistake.**Editing Guide:** End Marks: 2 Capitals: 6 Commas: 2

^wwe had a picnic on ^Aatlantic ^Bbeach on the last day of our vacation in
^Ssouth ^Ccarolina. ^wwe had sandwiches, fruit, and lemonade.

▶ **Exercise 2:** Correct each mistake.**Editing Guide:** Homonyms: 1 Subject-Verb Agreement: 2 Misspelled Words: 1

Ms. Garcia and Mrs. Watson ^{are}is great teachers. We ^{learn}learns about
^{science}science from Ms. Garcia. Mrs. Watson is ^{our}hour English teacher.

▶ **Exercise 3:** Choose the correct paragraph.

Danny wants to play a musical instrument. He think it would be fun to play the trumpet or the saxophone.

- Ⓐ Danny wants to play a musical instrument. He thinks it would be fun to play the trumpet or the saxophone.
- Ⓑ Danny wants to play a musical instrument. He thinks it would be fun to play the Trumpet or the Saxophone
- Ⓒ Danny want to play a musical instrument. He thinks it would be fun to play the trumpet or the saxophone.
- Ⓓ Correct as is

Editing Sentences with Dialogue

Name:

▶ **Exercise 1:** Edit the sentences below.

Editing Guide: 1. End Marks: 1 Capitals: 3 Commas: 2 Quotation Marks: 2 Underlined Explanatory Words: 1
 2. End Marks: 1 Capitals: 3 Commas: 2 Quotation Marks: 2 Underlined Explanatory Words: 1

1. ^D“david, your new puppy behaves very well,” ^{A m}said aunt molly.
2. ^{A m}aunt molly said, ^D“david, your new puppy behaves very well.”

▶ **Exercise 2:** Edit the sentences below.

Editing Guide: 1. End Marks: 2 Capitals: 4 Periods: 1 Quotation Marks: 2 Underlined Explanatory Words: 1
 2. End Marks: 1 Capitals: 5 Periods: 1 Commas: 1 Quotation Marks: 2 Underlined Explanatory Words: 1

1. ^{w I}“what may i get for you today?” ^{m w}the waiter asked mr. wallace.
2. ^Tthe waiter asked ^{m w}mr. wallace, ^{w I}“what may i get for you today?”

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

The principal asked? “Did you hear Mr. Tucker dismiss the class, Ted?”

- Ⓐ The principal asked, “did you hear Mr Tucker dismiss the class, Ted?”
- Ⓑ The principal asked, “Did you hear Mr. Tucker dismiss the class, Ted?”
- Ⓒ Correct as is

Editing Paragraphs with Dialogue

Name:

▶ Exercise 1: Edit the paragraph below.

Editing Guide: End Marks: 4 Capitals: 8 Commas: 3 Quotation Marks: 8

“^Tthis is the ugliest sweater ^Ii have ever seen,” ^Ttina told ^Rrobbie. “^Tthe neck is uncomfortable, and the arms look silly.”

“^Ii think the problem is you and not the sweater,” ^Rrobbie giggled. “^Yyou have the sweater on backwards!”

▶ Exercise 2: Edit the paragraph below.

Editing Guide: End Marks: 6 Capitals: 13 Commas: 3 Quotation Marks: 6

“^mmom, do you know what ^Jjoseph just did?” ^Ttammy asked. “^Hhe gave ^Aaunt ^Ssue an invitation to her surprise birthday party!”

^Jjoseph said, “^Ttammy, we both messed up. ^wwe forgot that ^mmom and ^Aaunt ^Ssue are twins. ^Tthe surprise birthday party was for both of them!”

▶ Exercise 3: Choose the correct paragraph.

- Ⓐ Yesterday there was a black and white bird with a red crest in the tree outside our house. my brother and i looked it up in the illustrated encyclopedia of Birds. Unfortunately it was not an ivory-billed woodpecker
- Ⓑ Yesterday, there was a black and white bird with a red crest in the tree outside our house. My brother and I looked it up in The illustrated Encyclopedia of birds. Unfortunately it was not an ivory-billed woodpecker
- Ⓒ Yesterday, there was a black and white bird with a red crest in the tree outside our house. My brother and I looked it up in The Illustrated Encyclopedia of Birds. Unfortunately, it was not an ivory-billed woodpecker.

Editing a Friendly Letter with Rule Numbers

Name:

- **Exercise:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use Rule Numbers on pages Q32–Q35.

#8 ⁵Crestwood ⁵Lane

⁵Blue ⁵Springs, ⁵OH 00000

⁴November 22, 20—
³

¹Dear ³Maria,
⁵

¹Thank you for your letter. ¹You are a great pen pal because your letters are so

interesting. ¹Today was picture day at school. ^{1 (or 2)}I will ask my parents if ²I can send you one

of my pictures when they come in. ¹Write soon.
¹

¹Your friend,
⁵

³Amanda

Editing a Friendly Letter without Rule Numbers

Name:

► **Exercise:** Edit the friendly letter below. **Editing Guide:** End Marks: 5 Capitals: 17 Commas: 4
Apostrophes: 3

^W ^S
149 wilson street
^G ^{SC}
greenville, sc 00000
^S
september 9, 20—

^D ^D
dear dustin,

^I i hope you had a good birthday. ^I i am sorry ^I i wasn't able to come to your party.

^I i have the chicken pox. ^T the doctor says that ^I i'll be able to see my friends next week.

^I i'll see you soon.

^Y
your friend,

^A
andy

Editing a Business Letter with Rule Numbers

Name:

- **Exercise:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use Rule Numbers on pages Q32–Q35.

⁵ 206 ⁵ **S**outh **B**end

⁵ **G**arnett, ^{5 5} **WY** 00000
⁶

⁴ **M**arch 5, 20—
³

⁶ **B**icycle ⁶ **G**ear

⁵ 4217 ⁵ **M**ain **S**treet

⁵ **C**ovington, ^{5 5} **KY**
⁶

¹ ³ **D**ear **S**irs:

^{1(Cor 2)} I ordered a pair of bicycle shoes from your company in ⁴ **F**ebruary. ^{1(Cor 2)} I like the shoes, ⁹

but the laces broke the first time ² I tried to tie them. ^{1(Cor 2)} I am writing to request a pair of

replacement laces. ¹ **T**hank you for your response. ¹

¹ **S**incerely yours,
⁵

³ **J**oshua ³ **F**airmont

Editing a Business Letter without Rule Numbers

Name:

► **Exercise:** Edit the business letter below. **Editing Guide:** End Marks: 3 Capitals: 24 Commas: 4
Colons: 1 Underlining: 1

^H ^m
hobby magazines

^H ^L
566 hobby lane

^O ^{CA}
oceanside, ca 00000

^D ^S
dear sirs:

^p please renew my subscription to ^m ^A model airplanes and ^H ^I helicopters. i enjoy reading

your excellent articles. ^K keep up the good work!

^O ^L
27 oak lane

^O ^{AR}
ozark, ar 00000

^J
june 7, 20—

^S
sincerely yours,

^T ^S
toby smith

Editing Sentences for Capitalization, Punctuation, and Spelling

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- ▶ **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use References 7 and 9 on pages 24, 30–31 to look up the capitalization and punctuation rule numbers.

Peter's best friend is his dog, **Willie**.

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

i like to play basketball with ricky dana and antonio

- ▶ **Exercise 3:** Correct each mistake.
Editing Guide: Misspelled Words: 2

Did Sandra give Lynn an xtra large cooky for lunch?

- ▶ **Exercise 4:** Choose the correct sentence.

The dentist gave me a new toothbrush and some toothpaste.

- Ⓐ The dentist gave me a new toothbrush, and some toothpaste.
Ⓑ the dentist gave me a new toothbrush and some toothpaste.
Ⓒ Correct as is

Editing Sentences for Capitalization, Punctuation, Spelling, and Subject-Verb Agreement

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- ▶ **Exercise 1:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use References 7 and 9 on pages 24, 30–31 to look up the capitalization and punctuation rule numbers.

Mr. Lewis, our principal, is the tallest person I know.

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Editing Guide: End Marks: 1 Capitals: 3 Commas: 2

we will play games eat cookies and paint pictures on thursday and friday

- ▶ **Exercise 3:** Correct each mistake.
Editing Guide: Misspelled Words: 2 Subject-Verb Agreement: 1

My frends and I plays basketball every day at noon.

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Our apartment has a large window, with a nice view of the city park.

- Ⓐ Our apartment, has a large window with a nice view of the city park.
Ⓑ Our apartment has a large window with a nice view of the city park.
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Editing Guide: End Marks: 1 Capitals: 4 Underlining: 1

our class will read little house on the prairie next week

- ▶ **Exercise 3:** Correct each mistake. **Editing Guide: Subject-Verb Agreement: 1 Homonyms: 3**

Hour cats eats there food on the porch buy the backdoor.

- ▶ **Exercise 4:** Choose the correct sentence.

i want two spend the Summer with my Cousins Jeffery and Kendra.

- Ⓐ I want to spend the summer with my Cousins Jeffery and kendra.
Ⓑ I want to spend the summer with my cousins, Jeffery and Kendra.
Ⓒ Correct as is

Editing Paragraphs for Capitalization, Punctuation, Spelling, Subject-Verb Agreement, and Homonyms

Name:

▶ **Exercise 1:** Correct each mistake.**Editing Guide:** End Marks: 2 Capitals: 6 Commas: 2

we had a picnic on atlantic beach on the last day of our vacation in
south carolina we had sandwiches fruit and lemonade

▶ **Exercise 2:** Correct each mistake.**Editing Guide:** Homonyms: 1 Subject-Verb Agreement: 2 Misspelled Words: 1

Ms. Garcia and Mrs. Watson is great teachers. We learns about
sience from Ms. Garcia. Mrs. Watson is hour English teacher.

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1. david your new puppy behaves very well said aunt molly
2. aunt molly said david your new puppy behaves very well

▶ **Exercise 2:** Edit the sentences below.

Editing Guide: 1. End Marks: 2 Capitals: 4 Periods: 1 Quotation Marks: 2 Underlined Explanatory Words: 1
2. End Marks: 1 Capitals: 5 Periods: 1 Commas: 1 Quotation Marks: 2 Underlined Explanatory Words: 1

1. what may i get for you today the waiter asked mr wallace
2. the waiter asked mr wallace what may i get for you today

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

The principal asked? "Did you hear Mr. Tucker dismiss the class, Ted?"

- Ⓐ The principal asked, "did you hear Mr Tucker dismiss the class, Ted?"
- Ⓑ The principal asked, "Did you hear Mr. Tucker dismiss the class, Ted?"
- Ⓒ Correct as is

Editing Paragraphs with Dialogue

Name:

► **Exercise 1:** Edit the paragraph below.

Editing Guide: End Marks: 4 Capitals: 8 Commas: 3 Quotation Marks: 8

this is the ugliest sweater i have ever seen tina told robbie the neck is uncomfortable and the arms look silly

i think the problem is you and not the sweater robbie giggled you have the sweater on backwards

► **Exercise 2:** Edit the paragraph below.

Editing Guide: End Marks: 6 Capitals: 13 Commas: 3 Quotation Marks: 6

mom do you know what joseph just did tammy asked he gave aunt sue an invitation to her surprise birthday party

joseph said tammy we both messed up we forgot that mom and aunt sue are twins the surprise birthday party was for both of them

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

- Ⓐ Yesterday there was a black and white bird with a red crest in the tree outside our house. my brother and i looked it up in the illustrated encyclopedia of Birds. Unfortunately it was not an ivory-billed woodpecker
- Ⓑ Yesterday, there was a black and white bird with a red crest in the tree outside our house. My brother and I looked it up in The illustrated Encyclopedia of birds. Unfortunately it was not an ivory-billed woodpecker
- Ⓒ Yesterday, there was a black and white bird with a red crest in the tree outside our house. My brother and I looked it up in The Illustrated Encyclopedia of Birds. Unfortunately, it was not an ivory-billed woodpecker.

Editing a Friendly Letter with Rule Numbers

Name:

- **Exercise:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use Rule Numbers on pages Q32–Q35.

#8 **C**restwood **L**ane

Blue **S**prings, **O**H 00000

November 22, 20—

Dear **M**aria,

Thank you for your letter. **Y**ou are a great pen pal because your letters are so interesting. **T**oday was picture day at school. **I** will ask my parents if **I** can send you one of my pictures when they come in. **W**rite soon.

Your friend,

Amanda

Editing a Friendly Letter without Rule Numbers

Name: _____

► **Exercise:** Edit the friendly letter below. **Editing Guide:** End Marks: 5 Capitals: 17 Commas: 4
Apostrophes: 3

149 wilson street

greenville sc 00000

september 9 20—

dear dustin

i hope you had a good birthday i am sorry i wasnt able to come to your party

i have the chicken pox the doctor says that ill be able to see my friends next week

ill see you soon

your friend

andy

Editing a Business Letter with Rule Numbers

Name:

- **Exercise:** Write the capitalization and punctuation rule numbers for each correction in **bold**. Use Rule Numbers on pages Q32–Q35.

206 South Bend

Garnett, WY 00000

March 5, 20—

Bicycle Gear

4217 Main Street

Covington, KY

Dear Sirs:

I ordered a pair of bicycle shoes from your company in February. I like the shoes, but the laces broke the first time I tried to tie them. I am writing to request a pair of replacement laces. Thank you for your response.

Sincerely yours,

Joshua Fairmont

Editing a Business Letter without Rule Numbers

Name:

► **Exercise:** Edit the business letter below. **Editing Guide:** End Marks: 3 Capitals: 24 Commas: 4
Colons: 1 Underlining: 1

27 oak lane

ozark ar 00000

june 7 20—

hobby magazines

566 hobby lane

oceanside ca 00000

dear sirs

please renew my subscription to model airplanes and helicopters i enjoy reading

your excellent articles keep up the good work

sincerely yours

toby smith