

❖ Sentence and Paragraph Writing

Chapter 1 Capitalization

Capitalization is a good place to start when you study writing.

Capitalize the names of people

Suhyun Kim John Wayne Jimmy McElroy

Exercise 1.1

1. Write these names with the correct capital letters.

james monroe _____

wilson pickett _____

jung-ah park _____

2. Write your name with correct capital letters.

name: _____

Capitalize the first word of every sentence. A sentence can be a statement, command, question or an exclamation.

Statement: My brother is at home. **Command:** Close the door.

Question: Are you a student? **Exclamation:** Look out!

Capitalize the names of cities, countries, and continents

Seoul Pusan Europe Africa
London New York Korea China

Exercise 1.2

Write the names of one continent two cities, three countries here:

Capitalize the names of languages and nationalities

German Russian Japanese Korean Chinese

Koji is Japanese. Illyana is Russian.

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Exercise 1.3

Write the names of two languages here: _____

Write the names of three nationalities here: _____

Capitalize the days of the week

Saturday Sunday Monday Tuesday
Wednesday Thursday Friday

Capitalize the months of the year, but not the seasons

July February summer spring

Capitalize the names of streets, lanes, roads, avenues, highways and expressways

Chong-ro Street Third Avenue the Honam Expressway

Capitalize brand names, but don't capitalize the names of the product.

A Samsung television A Lotte hamburger

Always capitalize the subject pronoun I.

I am tall and fat.

Exercise 1.4

Write a sentence using i

Capitalize place names

You should capitalize place names such as seas, oceans, lakes, rivers, islands, deserts, mountains and planets. The sun and moon should not be capitalized because there are a class of celestial bodies and not specific (there are many suns and many moons– not just the ones near our planet).

East Asia the Gobi Desert Lake Geneva the Pacific Ocean
the Sea the Middle East Jeju Island Venus

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Exercise 1.5

Fill in the blanks in the sentences below with the correct form of be. Then write the sentences with correct capitalization and punctuation on the lines below.

1. shikoku island _____ in japan

2. the yellow river _____ in china

3. woraksan mountain _____ in chungcheongbuk-do korea

4. the south sea _____ between korea and japan

Capitalize place names such as hospitals, hotels, buildings, companies, and schools

Kook Min Bank

Seoul National University

Shilla Hotel

the Hanam Building

Samsung Corporation

Konkuk University Hospital

Exercise 1.6

Fill in the blanks in the sentences below with the correct form of be. Then write the sentences with correct capitalization and punctuation on the lines below.

1. seoul national university _____ near subway stop number 238

2. the silla hotel _____ near the Hilton hotel

3. kaist _____ in daejeon

4. you can buy tortillas at the supermarket in the hanam building

Capitalize job titles

A job name is capitalized only if it is used as a title. Use a period after titles that are abbreviations.

Mrs. Oh

Ms. Park is an assistant.

Professor Basker (capitalized as a title)

She is a professor. (not capitalized as a job name)

Dr. Kim (title and abbreviated– capitalize and use a period after the abbreviation)

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Capitalize Acronyms

Acronyms use capital letters from the first letters of a name to make an abbreviation. We write and say the short form.

These acronyms are spoken as letters:

the UN	the United Nations
the USA	the United States of America
the UK	the United Kingdom
the UAE	the United Arab Emirates
the WTO	World Trade Organization
the KFTA	Korea Foreign Trade Association
the IMF	International Monetary Fund

These acronyms are spoken as words:

OPEC	the Organization of Petroleum Exporting Countries
KAIST	Korea Advanced Institute of Science and Technology
PNUT (peanut)	Pusan National University of Technology

We usually use the first letters of words to make acronyms. Sometimes we use other letters.

TV- television	DVD- digital video disk
CD- compact disk	ID- identification

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Chapter 2 Punctuation

Punctuation is very important. It helps the read know one thought starts and another ends. It lets the read know where a sentence is a statement or a question. It lets the reader know how thoughts are organized. It helps to know the force or emotion expressed in the sentence.

Look at the use of the most common punctuations used in writing

Period

Put a period (or full stop) at the end of every statement and command.

Statement: Jenny is a student. Command: Have a seat.

Write a similar statement.

Write a similar command.

Question Mark

Put a question mark (?) at the end of every question.

Is Jenny a student?

Write a similar question.

Exclamation Point

Put an exclamation mark (!) at the end of every exclamation.

Look out!

Write a similar exclamation:

Commas

A comma is used to separate three or more adjectives or items in a list.

Modern airplanes are fast, comfortable and safe.

Modern airplanes are fast and comfortable.

Daegu apples are round, sweet and delicious.

Daegu apples are round and sweet.

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Also place a comma between a city and a country or a city and a state (or province).

Seoul, Korea Chungju, Chungchoenbuk-do Seattle, Washington

You should put a comma between the day and year in dates.

November 9, 1951

Contractions and Apostrophes

Contractions need an apostrophe. The apostrophe should be placed where the missing letter(s) would be and also placed higher than the lower case letters.

doesn't = does not

she's = she is

Bob's coming to school today = Bob is coming to school today.

Exercise 2.1

There are mistakes in the following sentences. Rewrite the sentences with correct punctuation and capitalization.

1. he doesn't know you

2. brazils a country

3. whens he coming

4. a new car is a mans best friend

5. shes not coming to bob's party tonight

6. hes very tall

Exercise 2.2

Write the questions and answers below with correct capitalization and punctuation.

1. is dr. lim in fukuoka japan / yes he is

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2. is today december 31 2003 / no it isnt

3. are they in pusan chollanam-do / no they arent

4. did he drive to paris france on January 15th 2011 / no he didn't

Exercise 2.3

Fill in the blanks. Use the verbs is, isn't, are, or aren't. Then write the sentences with correct capitalization and punctuation on the lines below.

1. a Ferrari _____ fast beautiful and expensive

2. a jungle _____ cold dry and dusty

3. the statue of Liberty and Empire state building _____ In New york new york

4. apples oranges and bananas _____ vegetables, but fruit

Exercise 2.4

Fill in the blanks with a negative form of the be verb (is, am, are, was, were). Use contractions and rewrite these sentences with correct capitalization and punctuation on the lines below.

1. mrs anderson _____ a business woman

2. mr young and ms lee _____ doctors

3. dr park _____ a professor

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Exercise 2.5

Fill in the blanks using is and are. Then write the sentences with correct capitalization and punctuation on the lines below.

1. the un and imf _____ located in the usa

2. my tv _____ broken

3. my new id card _____ from konkuk university

4. the hotels in the uk _____ expensive

Exercise 2.6

Rewrite these paragraphs on a separate piece of paper using proper capitalization and punctuation.

1. six sentences

suhyun has a roommate the name of her roommate is jenny kim jenny is from pusan she works for samsung in seoul but she also studies English at night after work jenny and suhyun enjoy going to movies on the weekends they also go singing with other friends

2. seven sentences

tom and jerry are good friends they are teachers at a school in shanghai tom is from australia and jerry is from new zealand they are english teachers they enjoy hiking and camping on the weekends they also have fun looking for foods from their own countries the foods are hard to find in china they have fun traveling to different large cities searching for them