



Criterion D: Writing

(Capitalization, Punctuation Marks, Spelling Rules)

Name: _____ Date: _____

Grade Level: _____ Achievement Level: _____

Capitalization is the writing of a word with its first letter as upper case and the remaining letters in lower case. Capital letters are used to start sentences and identify proper nouns.

Part I Example: we went to the bahrain fort for a tour during the winter.
We went to the Bahrain Fort for a tour during the winter.

1. my friends love to go to funland during the winter.

2. students get restless in the month of may.

3. lebron james is one of the greatest basketball players in the nba.

4. italian food is one my favorite types of food for dinner.

5. the olympics will be held in the country of brazil next year.

Part II: Read each group of words below. Write and capitalize the word that should be capitalized.

Example: school auditorium apg school APG School

1. david boy child _____

2. computer microsoft keyboard _____

3. barnes park city park _____

4. restaurant subway dinner _____

5. state country salman _____

Punctuation marks are symbols used in writing to structure sentences, clarify meaning, and indicate pauses or tone. They are essential for clear communication, organizing thoughts, and indicating how text should be read (e.g., periods, commas, questions marks, exclamation points, colons, semicolons, and quotation marks).

1. Choose the sentence that is written correctly.

- a. You'll need to turn left on Cedar it's the third house on the right.
- b. You'll need to turn left on Cedar; it's the third house on the right.
- c. You'll need to turn left on; Cedar it's the third house on the right.
- d. You'll need to turn left on Cedar it's the; third house on the right.

2. Which sentence uses commas correctly?

- a. Will your dad drive us to the museum, or shall we take a bus?
- b. Will your dad, drive us to the museum or, shall we take a bus?
- c. Will your dad drive us to the museum or, shall we take a bus?
- d. Will your dad, drive us to the museum, or shall we take a bus?

3. Choose the sentence that is written correctly.

- a. I need an assistant who can do; the following input; data, write reports, and complete tax forms.
- b. I need an assistant who can do the following: input data, write reports, and complete tax forms.
- c. I need an assistant who can do; the following input data, write reports, and complete tax forms.
- d. I need an assistant who can do the following input data, write reports, and complete tax forms.

4. Choose the sentence that is written correctly.

- a. I want the following items: butter, sugar, and flour.
- b. I want the following items butter, sugar, and flour.
- c. I want the following items butter, sugar, and; flour.
- d. I want the following; items butter, sugar, and; flour.

5. Choose the sentence that is written correctly.

- a. The weather was warm and sunny; I went to the beach.
- b. The weather was warm and sunny I went to the beach.
- c. The weather was warm and sunny I; went to the beach.
- d. The weather was warm; and sunny; I went to the beach.

Correct spelling is essential for clear communication, establishing credibility, and ensuring professionalism in both personal and professional contexts. It prevents misunderstandings, conveys attention to detail, and improves readability, ultimately helping to build trust, secure job opportunities, and avoid costly, embarrassing errors in written documents and digital communication.

1. Identify the correctly spelled word.

- a. extraordinary
- b. extrordinary
- c. extraordinery
- d. extrordinery

2. Which word is spelled incorrectly?

- a. dexterous
- b. escalate
- c. bufoon
- d. frivolous

3. Identify the correctly spelled word.

- a. hypocrazy
- b. hypocrisy
- c. hipocrasy
- d. hipocrisy

4. Identify the correctly spelled word.

- a. experiense
- b. experiance
- c. experience
- d. experianse

5. Identify the correctly spelled word.

- a. consequently
- b. consequentely
- c. consequentaly
- d. consaquentialy

6. Identify the correctly spelled word.

- a. disatisfied
- b. dissatisfyed
- c. disatisfyed
- d. dissatisfied

7. Which one of the following words is misspelled?

- a. cacophonous
- b. decripit
- c. amalgam
- d. equilibrium

8. Identify the correctly spelled word.

- a. dominant
- b. domenant
- c. domenent
- d. dominant

9. Identify the correctly spelled word.

- a. absince
- b. absence
- c. absense
- d. absinse

10. Identify the correctly spelled word.

- a. acquaintence
- b. acquaintance
- c. acquaintance
- d. acquintence

Student's Reflection

What went well...	Even better if...

Teacher's Feedback

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