

If a quotation is interrupted by words telling who is speaking, use quotation marks to set off the speaker's words.

“It’s a close call,” said Emma, “but I think he was out.”

Add quotation marks to the sentences where needed.

1. I’m not sure, said Leah, but I think I’m doing this book report wrong.
2. Chen said that he would read it to see if it was okay.
3. I’m sure you’ll think it’s silly, Leah said, since I didn’t know what to include.
4. This is okay, said Chen, but I’m not sure what you think of the book.
5. I liked it, said Leah, but I didn’t love it.
6. Chen asked Leah what she liked about the book and what its weaknesses were.
7. If that’s what you think, said Chen, then that’s what you need to include.
8. Okay, I’ll rewrite the report, said Leah. Is there anything here that I should keep in my revision?
9. Of course! said Chen. Your summary of the book is really good and so are the character descriptions.
10. Thanks, said Leah, I think I know how to fix this now.
11. Would you read it again, asked Leah, once I make the revisions?
12. Sure, said Chen, I’d be happy to.

Name \_\_\_\_\_

Use quotation marks around the titles of short stories, poems, and songs.

“The Lottery” “Ballad of the Morning Streets” “Red River Valley”

Write each of the following sentences correctly. Remember to use quotation marks.

1. I read a story called The Selfish Giant.

\_\_\_\_\_

2. My favorite poem is Dream Variations.

\_\_\_\_\_

3. My mom likes to sing You've Got a Friend.

\_\_\_\_\_

Write the titles of two songs, poems, and short stories that you know.  
Use quotation marks.

4. (songs) \_\_\_\_\_

\_\_\_\_\_

5. (poems) \_\_\_\_\_

\_\_\_\_\_

6. (short stories) \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

Underline the titles of books, movies, television shows, newspapers, and magazines.

Maniac Magee     Hoodwinked     Zoom     Atlanta Journal     Time for Kids

If you are using a computer, you can use *italics* instead of underlining.

*Maniac Magee*     *Zoom*

Correct the following paragraph. Remember to underline the titles of movies, books, newspapers, magazines, and television shows.

My class read Tuck Everlasting, and most of us loved it! When we looked in the library to find out more about the book, we found a New York Times review about a movie based on the book. My friends and I decided we had to see it. One Friday night, we rented Tuck Everlasting, and we cried our eyes out. Alexis Bleidel, from the television show Gilmore Girls, plays Winnie, who has to make a difficult choice. She's older than the character in the book, but that seemed right in the movie. Now I really want to read Natalie Babbitt's other books, such as The Eyes of the Amaryllis and Herbert Rowbarge.

Answer the questions. Remember to underline each title.

1. What is your favorite movie? \_\_\_\_\_
2. What is your favorite television show? \_\_\_\_\_
3. What is your favorite book? \_\_\_\_\_
4. What is your favorite magazine? \_\_\_\_\_

Name \_\_\_\_\_

An apostrophe takes the place of the missing letters in a contraction. Some commonly contracted words are *not*, *is*, *are*, *will*, *would*, and *have*.

am = 'm

will = 'll

not = n't

would = 'd

is = 's

have = 've

are = 're

Complete each sentence with a contraction.

1. I want to see the newly released animated movie, but \_\_\_\_\_ not playing in our town until Saturday.
2. It's rated PG, so \_\_\_\_\_ sure my dad will let me go.
3. Our friends in Salinas said that \_\_\_\_\_ seen it twice already.
4. If \_\_\_\_\_ like to come along, we can meet outside the theater.
5. \_\_\_\_\_ be late or \_\_\_\_\_ miss the exciting beginning.

Write a sentence using the contraction formed from each two-word pair in the box.

they would    she is    you will

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

► Possessive nouns show ownership. Here's how to make nouns possessive.

**Singular Nouns = add 's**

Pete's bike

the cat's dish

**Plural Nouns Ending in s = add '**

the bridges' designers

the hamsters' cages

**Plural Nouns Not Ending in s = add 's**

the deer's feeding area

the men's division

Circle the possessive nouns in the sentences below and write them correctly on the lines.

1. In the 1870s, a New England mans business started importing and manufacturing bicycles in the United States. \_\_\_\_\_
2. Americans interest in bicycles began to increase in the late nineteenth century.  
\_\_\_\_\_
3. In the twentieth century, American adults attention had shifted toward the automobile.  
\_\_\_\_\_
4. Bicycles were sold chiefly to be used as childrens toys. \_\_\_\_\_
5. Europeans love for bicycles only grew. \_\_\_\_\_
6. Engineers designs made the bicycle lightweight and easy to use. \_\_\_\_\_
7. In the last twenty years, peoples interest in cycling for exercise increased. \_\_\_\_\_
8. Lance Armstrongs popularity has raised interest in bicycling. \_\_\_\_\_

Name \_\_\_\_\_

When writing the time, use a colon between the numbers that show the hour and the minutes.

My alarm went off at **4:30** this morning.

I was out of the house by **5:15**.

I had a special swim practice at **6:00** to get ready for Saturday's swim meet.

Write a time in each sentence.

1. Mom and I are going to the store at \_\_\_\_\_ this morning.
2. She's dropping me off at a birthday party at \_\_\_\_\_.
3. If the party's over by \_\_\_\_\_, we'll have time to go to a movie.
4. If the party is not over until after \_\_\_\_\_, we'll just go home.
5. We're meeting Dad for dinner at \_\_\_\_\_.
6. I hope that we're home by \_\_\_\_\_ so I can watch my favorite show.
7. The show is over at \_\_\_\_\_, and then I'll do some reading.
8. I am usually asleep by \_\_\_\_\_.

Write a sentence that tells what time you go to bed at night and a sentence about when you get up in the morning. Remember to use a colon between the hour and the minutes.

9. \_\_\_\_\_

\_\_\_\_\_

10. \_\_\_\_\_

\_\_\_\_\_

Name \_\_\_\_\_

When writing a business letter, use a colon after the greeting.

Dear Ms. Stasio:

To Whom It May Concern:

Dear Sir or Madam:

Add a colon to each greeting that would be for a business letter.

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dear Aunt Elaine       | 6. My dear friend                |
| 2. Dear Dr. Kirk          | 7. Dear Customer Service Manager |
| 3. Dear President Marquez | 8. Dear Principal Collins        |
| 4. Dear Grandma           | 9. Dear Mom                      |
| 5. Dear Sir or Madam      | 10. To Whom It May Concern       |

Write a greeting for each business letter described.

11. You ordered a jacket. The wrong one was sent.

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12. You want to convince the mayor of your city to vote for a new park.

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13. You want to write an opinion letter to the local newspaper.

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14. You found a grammatical error in a magazine. You want to alert the editor of the error.

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When writing a business letter, use a colon after the greeting.

- 1. Mr. Jones
- 2. Mr. Jones,
- 3. Mr. Jones,

Add a colon to each greeting that would be for a business letter.

- 1. Dear Mr. Smith
- 2. Dear Mr. Smith:
- 3. Dear Mr. Smith,
- 4. Dear Mr. Smith,
- 5. Dear Mr. Smith,
- 6. Dear Mr. Smith,
- 7. Dear Mr. Smith,
- 8. Dear Mr. Smith,
- 9. Dear Mr. Smith,
- 10. Dear Mr. Smith,

Write a greeting for each with an initial and last name.

1. An initial and last name.

2. You want to convince the mayor of your city to start a new park.

3. You want to write an opinion letter to the local newspaper.

4. You would like to write a letter to the editor of the newspaper.