## Basic Skills

### Lesson 4a Language Mechanics

**Sample**

<table>
<thead>
<tr>
<th>A</th>
<th>The bus ride will take about an hour.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>A</strong> ride. Will</td>
</tr>
<tr>
<td></td>
<td><strong>B</strong> ride? will</td>
</tr>
<tr>
<td></td>
<td><strong>C</strong> ride, will</td>
</tr>
<tr>
<td></td>
<td><strong>D</strong> Correct as it is</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B</th>
<th>Rudy gave janet a gift.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>F</strong> We can leave now but, the party isn’t until seven.</td>
</tr>
<tr>
<td></td>
<td><strong>G</strong> Do you think she will be surprised?</td>
</tr>
<tr>
<td></td>
<td><strong>H</strong> This cake looks wonderful?</td>
</tr>
</tbody>
</table>

### TIPS

Be sure you know if you are to look for correct or incorrect capitalization and punctuation.

For Numbers 1 and 2, decide which punctuation mark, if any, is needed in the sentence.

1. **The puppy couldn’t find the food dish**
   - A ,
   - B ,
   - C ?
   - D None

2. **“This is fun, answered Lettie.**
   - F ,
   - G ?
   - H ”
   - J None

For Numbers 3 and 4, choose the answer that is written correctly and shows the correct capitalization and punctuation.

3. **The tennis courts are full**
   - A The tennis courts are full
   - B Venus put our names on the list.
   - C Did you remember your racket.
   - D This can of tennis balls is new?

4. **Tell Mrs Jensen I called.**
   - F Tell Mrs Jensen I called.
   - G Miss. Richards will be late.
   - H Our coach is Mr. Wanamaker
   - J Dr. Cullinane was here earlier.
Lesson 4a Language Mechanics

For Numbers 5 through 10, look at the underlined part of the sentence. Choose the answer that shows the best capitalization and punctuation for that part.

5. Winters are warm in Tucson Arizona.
   A. Tucson, arizona
   B. Tucson Arizona,
   C. Tucson, Arizona.
   D. Correct as it is

6. The play will be held on Wednesday, Thursday, and Friday, nights.
   F. Thursday, and Friday
   G. Thursday, and, Friday
   H. Thursday and Friday,
   J. Correct as it is

7. September 5, 2003,

8. Dear Burt
   F. Dear Burt
   G. dear burt
   H. Dear Burt,
   J. Correct as it is

9. If the weather is right, we can go skiing, sledding, or ice skating. You can borrow my brother’s skis and skates. See you soon.
   A. skiing sledding or
   B. skiing, sledding, or,
   C. skiing sledding or,
   D. Correct as it is

10. Your Cousin,
    Sarah

   F. Your Cousin
   G. Your cousin,
   H. your Cousin,
   J. Correct as it is

Answer rows: 5 6 7 8 9 10
Basic Skills
Lesson 4b Language Mechanics

Sample
A A Is this the way to the park?
B I thought the park was closed
C The Pond in the park has ducks?
D The picnic will be at central park.

Sample
B We will meet on Monday or Tuesday.
F Monday, or Tuesday
G Monday or, Tuesday
H Monday, or, Tuesday
J Correct as it is

Look carefully at each answer choice. You may miss a mistake if you work too quickly.

For Numbers 1 and 2, decide which punctuation mark, if any, is needed in the sentence.

1 The clouds were dark and the wind was getting stronger.
   A , B . C ? D None

2 My mother said, “Wait here for a minute.
   F , G ? H ” J None

For Numbers 3 and 4, choose the answer that is written correctly and shows the correct capitalization and punctuation.

3 A Dad bought seeds plants, and fertilizer.
   B The shovel rake and hoe are in the garage.
   C We usually camp with Jan, Bob and, Annie.
   D The garden had corn, beans, and peas.

4 F Suzie whispered, “This is a great movie.”
   G “Don’t forget your money said Mother.”
   H Are there seats up front?” asked Bruce?
   J “Let’s get popcorn” suggested Wanda.
For Numbers 5 through 10, look at the underlined part of the paragraph. Choose the answer that shows the best capitalization and punctuation for that part.

(5) Ricky said, “Watch what I can do.” He rode his 
(6) bike to the middle of the driveway. And balanced himself 
(7) on the back wheel. I’ll bet there isn’t another kid in 
(8) Mayfield who can do that.

5 A said, Watch
B said, “watch
C said “Watch
D Correct as it is

6 F driveway and
G driveway and,
H driveway And
J Correct as it is

(10) Dear Larry,
Camp is great. I hope your job is fun. When I get home,
we’ll see who had the best summer.

Your sister,
Lettie

9 A July 7, 2002
B July, 7, 2002
C July 7, 2002,
D Correct as it is