

Grammar Rules

Quotation Marks

Quotation marks are used to highlight spoken or written words, also it can be used to show that a specific word has more than one meaning. **Example: “Um, do the quotation things,” Amanda said *confusingly*.**

Quotation marks are also used around text you’ve taken from other sources to support your own opinion in certain writing tasks.

Example: ***Wayne Gretzky is the best hockey player that the hockey world will probably ever see. For instance, “Gretzky’s 1,072 professional goals factor in his goals from the NHL regular season, the NHL playoffs, the WHA regular season, and the WHA playoffs. With nobody in striking distance of Wayne’s NHL regular season record of 894 goals, topping 1,072 in a career will also be a tough feat to accomplish”.***

Period Usage

Periods are used after a complete sentence to divide the different points of a paragraph or to make a single point. ← example

Periods are a small dot used to end a sentence. Periods are meant to be put behind the last letter of the word, and they’re intended to be put in sentences that make statements a complete thought.

- I let my dog out to go to the bathroom.
- She is getting married.
- I didn’t know you could do that.

Comma Usage

You use commas

- day /number/year (date)
Example February 03, 2020
- Commas are used for punctuation when writing to show a brief pause. You're supposed to use commas when you're listing something, you say someone's name, right before you quote someone, or after an introduction.

For a full guide to comma usage, visit the following link:

<https://www.grammarly.com/blog/comma/>

Capitalizing

Capitals and when you can use them

You use capitals when you start a sentence and when you do the following. Name of a person, place, the letter I when referring to yourself, and all the months.

Ex: Me and my friends are going to the park. I was going to the park when I found my buddy John. When I went to Toronto with my family we went skiing. Someone asked "When is your birthday" I responded with it's October, 15, 2005.

When to start new paragraphs

New paragraphs are important for the reader. They tell when you're switching time, place, topic or speaker, and they help break the page up so it is not just a solid block of writing.

There are a few standard times to make a new paragraph:

- When you start a new topic
- When you skip to a new time
- When you skip to a new place

- When a new person begins to speak