

Name: _____

Date: _____

Hour: _____

Grammar Glossary

Dash (--)	Use a dash to set off an introductory series from the clause that explains the series. Hint: Opposite of a colon	Incorrect: A pencil, paper, and binder these are all of the things I need. Correct: A pencil, paper, and binder –these are all of the things I need.
Numbers	Write the word form for numbers one to nine UNLESS at the beginning of a sentence. Write the numeral form for numbers 10 and over.	Incorrect: I drank 3 cups of coffee today. Correct: I drank three cups of coffee today.
Capitalization	Capitalize proper nouns and proper adjectives Hint: Capitalize names of things	Incorrect: We live in michigan. Correct: We live in Michigan.
Hyphen (-)	Make compound words	Incorrect: great grandmother three year old sister in law Correct: great-grandmother three-year-old sister-in-law