Dear Family,

Our class is starting a unit on capitalization and punctuation. Students will learn how to capitalize and punctuate different kinds of sentences and how to capitalize proper nouns. Students will learn rules for writing abbreviations, titles of people (Dr., Ms.), and book titles. They will also learn how to use commas and quotation marks in their writing. Here are some easy ways for you to help your child practice what he or she is learning about capitalization and punctuation.

**Homework**

*Have your child complete the exercise below and return it to his or her teacher on _____________.*

With your child, look through a newspaper or an old magazine. Have your child cut out an interesting picture and tape or paste it to a piece of paper. Below the picture, have your child write four sentences—one statement, one question, one command, and one exclamation—about the picture. Remind your child to use capital letters and punctuation marks correctly.

**Activities**

**Book Titles** Help your child keep a list of all the books he or she reads during a certain period, such as two weeks or one month. Include book titles and authors’ names. Remind your child to underline book titles and to use capital letters correctly. For added fun, design a rating system (such as one to five stars) that your child can use to show how much he or she liked each book.

**Birthday Chart** Work together to make a chart that shows the birthdays of your family members and close friends. Put each person’s name in one column and birthday (month and day) in the second column. Have your child use the correct abbreviation for each month and use correct capitalization and punctuation. Display the chart to help everyone remember birthdays.

**Reading Tip**

When you and your child are reading together, ask your child to name punctuation marks you see and to tell you what each mark does. For example, a question mark tells readers that a sentence is a question, and quotation marks show that someone is speaking.

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