

POLICE OFFICER
PREPARATION MATERIALS

4

CAPITAL LETTERS

When determining when to use capital letters the following rules should be used.

I. Capitalize the first word of every sentence.

EXAMPLES

We picnicked in the park.

The leaves on the maple tree dried in the morning sun.

II. Always use capital "I" for the pronoun "I" any place in the sentence.

EXAMPLES

He and I were old friends.

Where shall I go?

III. Capitalize the days of the week, months of the year, and holidays.

EXAMPLES

Veterans Day, October 25, is a legal holiday.

Their wedding anniversary is in November, around Thanksgiving Day.

On Saturday and Sunday I sleep late.

Labor Day is the first Monday in September.

IV. Capitalize proper names, abbreviations of proper names, and proper adjectives.

EXAMPLES

The Tom Thumb was a famous American train.

Winston Churchill was a British statesman.

The S. S. Britanis is a Greek ship sailing in the Caribbean.

San Juan is the capital of Puerto Rico.

V. Capitalize important events and documents.

EXAMPLES

The Renaissance followed the Middle Ages.

Have you see a Super Bowl game in person?

World War II ended in 1945.

VI. Capitalize the principal words in the titles of books or magazines and the first word of every line of poetry.

EXAMPLES

The American Reader is an interesting collection of writings.

“Death of a Salesman” is Arthur Miller’s most famous play.

The Saturday Evening Post and Life are two magazines of the past.

VII. In summary, a capital letter is used in the following situations:

1. To begin every sentence.
2. For the pronoun I any place in the sentence.
3. For the days of the week, the months of the year, and holidays.
4. For proper nouns and proper adjectives.
5. For important events and documents.
6. For the principal words in the titles of books or magazines and the first word of every line of poetry.

SPELLING RULES

Rule One - ie, ei words

Memorize Dr. Brewer's well-known rule:

i before *e*
Except after *c*
Or when sounded like *a*
as in *neighbor* and *weigh*.

Principal Exceptions to the *ie-ei* Rule

1. Neither leisured foreigner seized weird height
2. Words with *sh* sound:
ancient sufficient quotient efficient
patient proficient deficient

Rule Two - Words ending in y

1. When the *y* is preceded by a consonant - Change the *y* to *i* before adding a syllable which begins with a letter other than *i*.

carry - carried dry - driest But copy - copying carry - carrying dry - drying

Rule Three - Words ending in Silent e

1. Drop the *e* when you add a suffix beginning with a vowel:

argue - arguing create - creator grieve - grievance arrive - arrival
love - lovable

2. Retain the *e*

- a. When you add a suffix beginning with a consonant:
fate - fateful fine - finely amuse - amusement safe - safety
- b. In words ending in *ce* and *ge* before *able* and *ous* to preserve the soft sounds of *c* and *g*:
notice - noticing (*but* noticeable) courage - encouraging (*but* courageous)

Principal Exceptions to Rules

1. Words ending in *ie* drop the *e* and change to *i* to *y* before adding *ing*.

lie - lying tie - tying belie - belying

2. To prevent confusion with the words that are like them - *dye*, *tinge* and *singe*, retain the *e* before adding *ing*:

dye - dyeing tinge - tingeing singe - singeing

3. Drop the *e* in *truly, duly, argument, bluish*.
4. Retain the *e* in *canoeing, shoeing, hoeing*.

Rule Four - The Doubling Rule I -- Words of One Syllable

1. Double the final consonant before a suffix beginning with a vowel -
2. Do *not* double -
 - a. When the word ends in a double consonant
want - wanting
 - b. When the consonant is preceded by two vowels
coal - coaling
 - c. When the suffix begins with a consonant
ship - shipment

The Doubling Rule II - Words of More Than One Syllable

1. Double the final consonant before a suffix beginning with a vowel - When the word ends in a single consonant preceded by a single vowel *and* the accent remains on the last syllable:
admit - admitted refer - referred
2. Do *not* double -
 - a. When the word ends in a double consonant
enchant - enchanted
 - b. When the consonant is preceded by two vowels
retool - retooling
 - c. When the suffix begins with a consonant
enchant - enchantment
 - d. When the accent shifts from the last syllable
refer - referring *but* reference
confer - conferred *but* conference

Rule Five - Words Ending in c

Insert *k* before *e, i, or y* to retain the hard sound

picnic - picnicking panic - panicky

PUNCTUATION RULES

Period (.) The period marks the end of a declarative sentence (a statement of fact) or an imperative sentence (a command).

Examples:

Joel jumped over the fence. (*declarative sentence*)

Improve your typing speed. (*imperative sentence*)

Use a period after most abbreviations and an initial.

Examples:

Jan. (January)

Calif. (California)

a.m. (ante meridian or before noon)

p.m. (post meridian or after noon)

Comma (,) Use a comma to separate items in a series.

Examples:

You will need to take a brush, comb, hat, lotion and a change of clothes with you.

Sam likes to take his toy boat, blanket, duck and bike to the beach.

Do not use commas when all three items are joined by and or or.

Examples:

I enjoy hiking and jogging and swimming.

Joe likes mushrooms or onions or olives on his pizza.

Use commas to set off appositives (a word or group of words that renames or describe a noun or pronoun).

Examples:

John, our new classmate, is from South Africa.

The children, happy but tired, fell asleep immediately.

Use a comma before a coordinating conjunction – and, but, for, (n)or, yet, and so – that joins two main or independent clauses.

Example:

She did a beautiful job decorating the house, and no one could deny it.

Use a comma after a subordinate or dependent clause that begins a sentence.

Example:

Although the storm raged outside, everyone near the fire felt warm and comfortable.

Commas are also used after most introductory phrases; to set off transitional expressions; to set off parenthetical elements (such as *by the way*, *after all*, *actually*, *as a matter of fact*, and *it appears*); to separate the elements of an address, or a date; after answering a question with *yes* or *no*; when addressing someone directly and specifically naming the person spoken to; to contrast; and after interjections like *ah*, *oh*, and *gee whiz*.

Question mark (?) A question mark is used after an interrogative sentence.

Examples:

What are you doing? When will the chairs arrive?

Exclamation (!) An exclamation point is used after words, phrases, or sentences to express sudden emotion or feeling (*joy*, *fear*, *pain*, *happiness*, *anger*) and forceful commands. Exclamation points should be used prudently when writing as they express very strong feelings.

Examples:

Person overboard!
Brrr! The water's like ice.

Semi-Colon (;) Use the to join tow independent clauses together. The semicolon is a substitute for the conjunction

Examples:

George is a wonderful tennis player; he has won 4 semi-pro tournaments this year.
Tony is a terrible driver; he has had three minor accidents this year alone.

Colon (:) Use the colon to show that a direct quotation will follow or to introduce a list. Do not use a colon after any form of the verb to be.

Example:

This is the opening line of his essay: "The airplane is man's greatest invention."

Use a colon to separate the chapter and verse in the Bible or to separate the hour and minute.

Example:

It is now exactly 4:15 p.m.

Quotation Marks (" ") Use quotation marks to enclose the exact words of the speaker. Please note that a direct quotation is preceded by a comma or a colon; the first letter of the direct quotation is capitalized; periods usually go inside the quotation marks; and, questions marks and exclamation points go inside the quotation marks if they are part of the direct words of the speaker.

Examples:

He said, "Here are the best seats in the house."

He asked, "Where are my tickets?"

"That was meant for the company," he said, "but if you wish, you may have it."

Apostrophe (') Use the apostrophe in a contraction to show that letters have been omitted.

Examples:

doesn't does not

couldn't could not

I'm I am

should've should have

Use the apostrophe for ownership.

Examples:

I can't find my *friend's* notes.

Tyrone and Robin's apartment is really decorated nicely.

Use an apostrophe in expressions of time.

Example:

I desperately need a *week's* vacation.

Use an apostrophe to show an omitted number.

Example:

The class of '79 had its 20th reunion.

Parentheses () Use parentheses to enclose a phrase or word that is not essential to the mean of the sentence.

Examples:

Herpetology (the study of snakes) is a fascinating area of zoology.

He left his hometown (Fremont) to move to the big city (Omaha) in hopes of getting a successful job.

Dash (—) Use a dash to emphasize a portion of a sentence or to interrupt the sentence with an added element.

Example:

This is the right method—the only one—and we are stuck with it.