

# CUPS: Capitalization Usage

## Punctuation Spelling

<b>Statement</b>	1. Statements end with a period. <i>This summer I saw <u>The Color Purple</u> at a theater in New York.</i>
<b>Question</b>	2. Questions end with a question mark. <i>What is your favorite color?</i>
<b>Exclamation</b>	3. Sentences that show strong feelings end with an exclamation point. <i>Look, the colors of that rainbow are so vivid!</i>
<b>Quotations</b>	4. Periods and commas are always placed inside the quotation marks. <i>"I'll take three gallons of yellow and one gallon of white," Jon told the clerk.</i>
<b>Quotations</b>	5. Punctuation marks (other than periods and commas) are placed inside the quotation marks only if they are part of the quotation. <i>The decorator wanted to know, "What colors do you not like?"</i> <i>How did you feel about his suggestion to use "only shades of green"?</i>
<b>Apostrophe</b>	6. An apostrophe is used when letters in a word are left out. <i>I don't care for lavender, and I can't stand bright reds.</i>
<b>Apostrophe</b>	7. An apostrophe shows ownership/possession (except with pronouns). <i>Isabella's dog has beautiful golden fur.</i>
<b>Comma</b>	8. Use commas with a list of three or more words/phrases. <i>The school walls have been repainted in shades of green, blue, and gray.</i>
<b>Comma</b>	9. A comma separates the date and the year. No comma is needed for just the month and the year. <i>Grandma has not painted her house since May 20, 1990.</i> <i>The painting will be completed by August 2008.</i>
<b>Comma</b>	10. Use commas to separate the city/town from the state and to separate the state from the rest of the sentence. <i>The school colors for Michigan State University in East Lansing, Michigan, are green and white.</i>
<b>Semicolon</b>	11. Use a semicolon to separate two independent clauses—two complete thoughts. <i>The boys want to paint the walls a light gray; the girls prefer peach.</i>
<b>Colon</b>	12. Use a colon to introduce a list or to emphasize words, phrases, clauses, or sentences at the end of a statement. <i>To complete the job we need six items: red paint, green paint, brushes, rollers, pans, tarps.</i> <i>I love two kinds of colors: strong primary colors and deep earth tones.</i>