

Chapter 3: Punctuating and Formatting

Project Assignment

Goal

In Chapter 3, you learned how to use and format punctuation, numbers, and capitalization. For this assignment, you will develop a mini lesson based on what you learned and present it to the class.

Directions

Part 1

Optional: Complete the project with a partner.

Select a pair of topics for your lesson, reviewing Chapter 3 if necessary.

- Commas and apostrophes
- Quotation marks and italics
- Ellipses and semicolons
- Numbers and colons
- Hyphens and parentheses
- Dashes and brackets
- Capitalization and abbreviations

Part 2

Create a handout that you will distribute when you present your mini lesson. This handout will have three sections:

Section 1: Explanation

In your own words, write a brief explanation (two to three sentences) for each topic.

Section 2: Examples

Create four unique examples for each topic: two that show correct or conventional use and two that show incorrect or unconventional use. Do not use examples from the lesson; yours should be original. Be prepared to explain each example when you share your mini lesson with the class.

Section 3: Exercises

Create three exercises for each topic. They can be true or false, multiple choice, or an incorrect example that needs repair. Feel free to be creative with your exercises, but focus on testing your classmates' knowledge rather than tricking them with difficult or confusing questions.

Part 3

Distribute your handout and present your mini lesson to the class. Aim to make your presentation ten minutes or less.

Materials

Chapter 3 of *Grammar Foundations*

Word processing program or pen/paper

Printer (if using pen/paper)

Checklist

- A pair of topics has been chosen.
- A handout has been created with three sections:
 - Explanation (two to three sentences per topic, four to six total)
 - Examples (four per topic, eight total)
 - Exercises (three per topic, six total)
- The mini lesson has been presented.



Writing Assignment

Goal

For this assignment, you will write an original conversation between two or more people, paying close attention to punctuation and formatting.

Directions

Part 1

Select one of the following scenarios for your conversation or create your own.

- You travel back in time and have a conversation with your younger self. What do you say?
- A foreign exchange student has just arrived at your school. They speak the same language as you, but their upbringing and culture are different. What do you talk about?
- Your dog, cat, or other pet is suddenly capable of speech. What conversation does it have with you?
- You interview a visitor from another planet. What do you talk about?

Part 2

Jot down some notes about the topic of conversation for the scenario you chose. What topics are discussed? What is each side's personality? What vocabulary would they use? Will one side ask more questions than the other? Will one side take charge of the conversation? How will the conversation end?

Part 3

Write a one-page (minimum) conversation in which these two parties talk back and forth. Use correct punctuation and formatting.

Materials

Word processing program or pen/paper

Checklist

- A conversation scenario has been chosen or created.
- Notes on the conversation have been written.
- A one-page (minimum) conversation has been written with correct and/or conventional punctuation and formatting.