

Name

Date

Connect to Writing

Mysteries at Cliff Palace
Grammar: Connect to Writing

Proofreading

Capitalize the first, last, and all other important words in **titles**. Titles of books are underlined and shorter works are set off by quotation marks.

An **abbreviation** is a shortened form of a word. An abbreviation usually begins with a capital letter and ends with a period.

Charlie and the Chocolate Factory (book)
“Head, Shoulders, Knees, and Toes” (song)

Monday	Mon.
Avenue	Ave.
January	Jan.

Use proofreading marks to correct errors in the letter below.

1882 Rosewood Aven.
Omaha, NEB.
Nove. 16, 2024

Dear Mrs Sanchez,

Thank you so much for the wonderful books. My favorite was “wind over The Andes,” but I also enjoyed A Long Journey home. Your suggestion that I read the article The Cliffs Of Dover was also very helpful.

Sincerely,
Hazel Roger