

# Unforgivable Mistakes

Any errors in the following categories are not acceptable:

## ▪ Capitalization

- The pronoun **I** must be capitalized.
- First word in a sentence must be capitalized.
- Proper Nouns;

Names

Days of the week

Months of the year

Titles - such as Mr., Mrs., or Dr.

Places - Whitesboro, New York

Dunham Public Library

Languages- English, Spanish, French

## ▪ Punctuation- There must be punctuation at the end of every sentence!

- There must be a period at the end of a statement. *I am going to Parkway Middle School.*
- There must be a question mark at the end of a question. *Are you going to Syracuse today?*
- There must be an exclamation mark at the end of a statement that shows excitement or emphasis. *Wow! Parkway Middle School is closed today!*

## ▪ Other

- **Indent** when you are starting a new paragraph.
- **Spelling** - If the word is in a question, you must spell it correctly in the answer.

# Editing Marks

— Delete

^ Insert

≡ Capital

⊙ Period

⊙ Question  
Mark

○ Spelling

/ Lower  
case

⌞ Indent