



Name _____ Class _____ Date _____

1 What is the **correct** way to write the following name?

william p. johnson

- A william p. Johnson
- B William p. johnson
- C William p. Johnson
- D William P. Johnson

3 What is the **correct** way to write the date?

- A November 26, 1974
- B November 26 1974
- C november 26, 1974
- D November, 26 1974



2 Which line in the following address is **incorrect**?

Line 1: Tracy sommers
 Line 2: 145 Cowboy Lane
 Line 3: Houston, TX 77070

- A Line 1
- B Line 2
- C Line 3
- D All lines are correct

4 If you want to sit in the front you need to come here early.

Where should the comma(s) be placed in the sentence above?

- A between the words *If* and *you*
- B between the words *want* and *to*

5



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7

- A No, it should end with a period.
- B No, it should end with an exclamation point.
- C No, it should end with a comma.
- D Yes, it should end with a question mark.

- A before *Ryan* and after *said*
- B before *I* and after *wait*
- C before *I* and after *Friday*
- D before *Ryan* and after *can't*

9 What is the **correct** way to write the following name?

dr. michelle a. smith

- A dr. Michelle A. Smith
- B Dr. michelle A. smith
- C dr. michelle a. Smith
- D Dr. Michelle A. Smith



10 we live on delaney drive.

What word or words should be **capitalized** in the sentence above?

- A We, Delaney, and Drive
- B We
- C Delaney
- D Drive





ANSWER KEY

What is the **correct** way to write the following name?

william p. johnson

- A william p. Johnson
- B William p. johnson
- C William p. Johnson
- D William P. Johnson

(d)

Which line in the following address is **incorrect**?

Line 1: Tracy sommers
 Line 2: 145 Cowboy Lane
 Line 3: Houston, TX 77070

(a)

- A Line 1
- B Line 2
- C Line 3
- D All lines are correct

What is the **correct** way to write the date?

- A November 26, 1974
- B November 26 1974
- C november 26, 1974
- D November, 26 1974



(a)

If you want to sit in the front you need to come here early.

Where should the comma(s) be placed in the sentence above?

(c)

- A between the words *If* and *you*
- B between the words *want* and *to*
- C between the words *front* and *you*



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- exclamation point.
- C No, it should end with a comma.
- D Yes, it should end with a question mark.

- B before *I* and after *wait*
- C before *I* and after *Friday*
- D before *Ryan* and after *can't*

What is the **correct** way to write the following name?

dr. michelle a. smith

- A dr. Michelle A. Smith
- B Dr. michelle A. smith
- C dr. michelle a. Smith
- D Dr. Michelle A. Smith



(d)

we live on delaney drive.

What word or words should be capitalized in the sentence above?

(a)

- A We, Delaney, and Drive
- B We
- C Delaney
- D Drive

