



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

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 **C** Line 3
B Line 2 **D** All lines are correct

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

4 If you want to sit in the front you need to come here early.
Where should the comma(s) be placed



5

PREVIEW

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7 Does the sentence above end with the correct punctuation mark?

- 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.

8 Where should the quotation marks be placed in the sentence above?

- 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





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