



Mechanics of Writing

- CAPITALIZATION
- PUNCTUATION

CAPITALIZATION

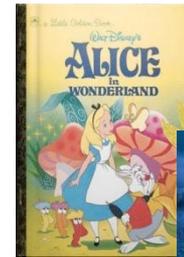
- Capitalize the first word of sentence or a quoted sentence.
 - **W**e would like to take a look at it.
 - He said, “**P**lease give me that book.”
- Capitalize a proper noun.
 - **S**ri Lanka/ **M**alini/ **A**nuradhapura
- Capitalize a person's title when it precedes the name.
 - **M**rs. Perera will talk to all of us.

CAPITALIZATION...

- Capitalize the titles of high-ranking government officials when used before their names. Do not capitalize the civil title if it is used instead of the name.
 - *The governors and attorneys general are called for a special task force.*
Governor Rupasinghe, and **A**ttorney **G**eneral Sirimanna confirmed their attendance.
- Capitalize points of the compass only when they refer to specific regions.
 - *We have had three relatives visit from the **S**outh.*
 - *Go south three blocks and then turn left.*

CAPITALIZATION...

- Capitalize *key words* of book titles *etc.*
 - Alice in **W**onderland
 - **M**idnight is a **L**onely **P**lace



For further details, visit ;

<http://www.grammarbook.com/punctuation/capital.asp>

PUNCTUATION

- Use a *full stop* at the end of a complete sentence.
 - Sri Lanka is a beautiful island.
- Use a *comma* between items in a series or a list.
 - I love to eat bananas, mangoes, grapes and pineapples.
- When writing, we use *commas* in places where we should pause while reading the text.
 - Therefore, we should abide by the rules.

PUNCTUATION...

- Use a question mark at the end of a question.
 - Could you help me ?
- Use an exclamation mark to indicate strong feelings or a raised voice in speech.
 - Help, I'm stuck in the mud!
- When quoting someone word-for-word, use quotation marks to show the reader exactly which words are being borrowed from a particular source or which words were actually spoken.
 - “I wish I had a pet,” said Nuwan.

For further details, visit;

http://www.grammarbook.com/punctuation_rules.asp

THE END