**World English**

**Grammar Bell Ringer Day 3**

**Capitalization:**

Capitalize the first word, the last word, and all important words in any title. Do not capitalize *a, an, the, and, but, or, nor,* or prepositions of four or fewer letters unless these are the first or last word of a title.

Capitalize both parts of a hyphenated title.

**Examples:** **O**ne-**E**yed **C**at “**T**he **M**agic of the **M**oment:

Capitalize each of the following titles.

1a. *annie and the old one*

1b. *the stinky cheese man and other fairly stupid tales*

1c. *hope was here*

1d. *the story about ping*

**Punctuation:**

Place a comma after the greeting of a friendly letter and the closing of any letter.

2. Dear Sye

How are you

Your friend

Parker

**Sentence Combining:**

Combine the following sentences into one good sentence without a change or loss of meaning.

The businesswoman opened a bakery.

She used her grandmother’s recipes.

She used only natural ingredients.

Her bakery became a success.