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RENOUF'S

EASY EXERCISES IN ENGLISH

FOR

FOURTH YEAR PUPILS

LESSON I.

(For Reading and Study.)

CAPITALS—MARKS OF PUNCTUATION.

One of the hard things for us to learn in *writing* our thoughts is to remember the **rules of writing**. There are certain ways in which our thoughts must be written if we would make them plain to those who read them.

For example, when you write your name it is usual to begin every word with a capital letter and put a period after each initial. When you write a sentence it is usual to begin it with a capital and end it with a period. If you forget to put either a capital or period in the right place, you will be thought ignorant and untaught.

There are certain **signs** or **marks** which it is usual for us to use in writing in order to make the meaning plain. These are **capitals** and **marks of punctuation**.

Did you ever try to read a letter in which the capitals and periods had been left out? If so, you