

SMART Board® Lessons: Capitalization & Punctuation

With 40 Ready-to-Use, Motivating Lessons in Notebook Software
to Help You Teach Essential Writing Skills



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**Teaching
Resources**

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Introduction

Welcome to a whole new world in language arts education! By using the SMART Board to teach grammar and punctuation, you can turn a curriculum topic that's often dry and boring into one that's full of energy and interactivity. As we created the grammar lessons in this book and companion folder, we made several discoveries.

- The SMART Board offers instant lesson engagement. Whether you're teaching about nouns, narratives, or Roman numerals, you will have students' immediate attention. Many of today's kids are accustomed to games and gadgets that respond to the touch of a fingertip. A SMART Board grabs their attention in a way that blackboards and handouts fail to do.
- Because it offers a large, interactive display and opportunities for collaborative learning, the SMART Board is a smart way to teach students 21st-century skills like working in teams, marking text electronically, synthesizing information, organizing data, interpreting visual aids, and evaluating Web sites. These skills are an increasingly important part of the standards in many states.
- The SMART Board is easy to use, even for technophobes. Using the board itself and the accompanying Notebook software is fairly intuitive. On the interactive whiteboard, you can do anything you can do on your computer screen—and then some. So, even if you are just learning the technology, you can pull off a fun, effective lesson. The lessons in the companion folder will make it easy.

About the Notebook Files and This Book

Make the most of SMART technology within your language arts curriculum. The SMART Notebook pages in the companion folder are a perfect way to teach grammar skills because they allow you to model concepts and skills for the whole class. You can read and analyze pieces of text together, deciding what words need to be capitalized and what pieces of punctuation are needed. You can move, highlight, underline, and change text right on the whiteboard. And, best of all, you can save *everything* for later use or review. Distribute copies of the completed Notebook pages for students to have on hand as rule reminders.

The companion folder contains five units on capitalization and punctuation skills. Each unit in the folder as a Notebook file with eight interactive pages. These pages take advantage of the bells and whistles SMART technology has to offer without being overwhelming to the SMART Board novice. You'll find opportunities to use the Creative Pens, on-screen keyboard, graphic organizers, cloning tools, drag-and-drop feature, and more. Instructions for using each SMART tool are embedded in the lesson plans in this book.

Each unit in the companion folder introduces grammar skills in a gradual-release format. The first lesson in each unit introduces the topic, engages students' attention, and establishes what they already know. In the next six lessons, students collaboratively explore concrete skills related to the topic. In the last "lesson," students synthesize and apply what they have learned in a brief independent assignment. You may choose to have students complete this final Your Turn! activity in class or as a homework assignment.

In this book, you'll find easy-to-use lessons corresponding to each unit in the companion folder. Lessons include objectives, pacing suggestions, and step-by-step directions for teaching with each SMART Notebook page in the companion folder. They also correlate with important language arts standards.

Tech Tips

Although the files in the SMART Capitalization and Punctuation companion folder were created using Notebook 10 software, you can use the activities with older versions of the software. If you are still getting the hang of your SMART board. Be sure to look for the technology tips offered at various points of use throughout the units. The following is an overview of the main Notebook features you will be using.



SMART Pens These are the black, red, green, and blue pens that came with your SMART Board. Use them to write directly on the screen in digital ink.



Creative Pens A student favorite, this tool allows you to draw fun lines made of smiley faces, stars, rainbow stripes, and more.



Magic Pen When students circle text or art with the Magic Pen, a spotlight focuses on the circled portion of the page. Everything else on the page goes dark temporarily. It's a dramatic way to focus attention on one element on a page!



Eraser Like its old-fashioned counterparts, this eraser removes unwanted writing. It will work on text and lines created with the SMART pens. It will not work on typed text or art objects.



On-Screen Keyboard If your students are adding text to a small field or simply prefer typing to writing freehand, use the on-screen keyboard. You can access it by touching the keyboard icon on the front tray of your SMART Board.



Properties Tool In several of the activities in this book, you'll be guided to use this feature to change the color or style of a SMART pen or to add color to a box.



Screen Shade A teacher favorite, this tool allows you to cover part of a page while focusing attention on another part. Activate the shade by clicking on the Screen Shade icon on your toolbar. Deactivate it by clicking again. To gradually open a shade that covers your screen, use one of the circular buttons on the shade itself to drag the shade open.

Correct Capitalization

Use these engaging Notebook pages to review capitalization basics and introduce more complicated areas of capitalization, such as capitalizing proper nouns and titles.

OBJECTIVES

Students will be able to:

- ✓ Understand the rules for capitalization.
- ✓ Recognize when a capital letter is missing from a word, proper noun, title, or sentence.
- ✓ Correctly insert capital letters in words, proper nouns, titles, and sentences.

TIME

About 3–4 class periods for Unit 1 (allow 15–20 minutes per lesson)


MEETING THE STANDARDS

This lesson correlates with the following writing standards for grades 3 through 6:

- Students use Standard English conventions in all writing, such as sentence structure, grammar and usage, punctuation, capitalization, and spelling.
- Students use capital letters correctly in sentences, for proper nouns, and in titles.

GETTING READY

Before students arrive, have your SMART Board ready to go.

Open the companion folder, then the lesson file. The first interactive page, *Calling All Capitals!* will appear on your SMART Board. If you wish, use your shade tool  to conceal the page until you are ready to begin.

INTRODUCING THE CONCEPT

Calling All Capitals!

1. Display *Calling All Capitals!* on the SMART Board. To begin, ask students to think about where capital letters are used. They will likely respond with “the beginnings of sentences” and “the letter *I*.” Discuss proper nouns if students do not come up with them on their own. Also, direct students to the title of the page, *Calling All Capitals!*, to discuss the use of capitals in titles.
2. Invite students to read the passage together with you. Then go back to the beginning and have students identify the capital letters in the passage. When each letter is identified, discuss with students the reason why the letter was capitalized. If students don't know the reason for a particular letter, explain briefly the rule concerning that letter and mention that you will learn more about the rule in subsequent lessons. Record students' observations about capitalization in the graphic organizer at the bottom of the page.
3. Discuss each correction with students to check for understanding.

Calling All Capitals!


In this unit, you will review why we capitalize certain words and not others.

DIRECTIONS: Read the passage below and use the Magic Pen to circle the capital letters as you find them. Discuss why you think each word is capitalized. Record your ideas in the organizer at the bottom of the page.

Captain Spencer called out for assistance from any officer in the area of Joe's Fish Market. A thief who was carrying Atlantic sea scallops and Canadian salmon had been spotted by Mrs. Wimbley. Mrs. Wimbley saw the thief travel west on Oak Lane and try to stuff the fish into his Samsonite suitcase. Luckily, Officer Weston was just leaving Delicious Doughnuts Bake Shop and was able to get to Oak Lane just in time.

Upon being apprehended by Officer Weston, the thief cried out, "I should have listened to my Aunt Edna when she said I wasn't out for a life of crime." The thief was then taken to the Elizabethtown Municipal Court, where he was sentenced by Judge Lynn Gweaney. Judge Gweaney decided to make the thief serve his time at the Aqua Aquarium, where he was forced to clean the fish tanks.

Some Reasons We Capitalize





TECH TIP

When the SMART Magic Pen is used to circle the capital letters, it will highlight only the letter in a lighted circle if an almost-perfect circle is drawn. If an imperfect circle is drawn with the Magic Pen, the circle will gradually disappear. Each of these functions is entertaining to students and places focus on the letter that is capitalized. Tell students that part of the fun in using the Magic Pen is that you never know what it will do!