

Capitalization and punctuation



Linguistic Independent:



Goal

Uses capitalization and punctuation appropriately when writing. (Literacy - Written Expression)



Preparation



- Create a chart of capitalization rules with examples:
 - First word in a sentence
 - Proper nouns (e.g., names, cities, holidays, places)
 - Pronoun "I"
 - Days and months of the year
 - Titles (e.g., President, General)
 - Main words in a title (e.g., Where the Wild Things Are)
 - Historical events or documents (e.g., Stone Age)
 - Abbreviations that stand for names or organizations (e.g., USA)
- Make a copy of the text without any capitalization.
- Create a chart of punctuation that you will be working on with examples.
 - Period, Exclamation point, Question Mark, Comma. (easier)
 - Colon, Semicolon, hyphen, dash, parentheses, brackets, braces, apostrophe, ellipses, quotation marks. (harder)
- Create a way to randomly select punctuation marks (e.g., dice, grab bag).
- Make sure the individual has access to the punctuation you are targeting on their system.



Materials

- Communication device or keyboard.
- Lists, charts, and text required for activities.



Tips for Success

- Remember to model and explore the device for capitalization and punctuation.
- Some AAC users do not like to use proper capitalization and punctuation when writing text for speech. It can slow them down and not have much purpose. You can discuss why you are working on these skills for written communication.



Activity with Steps

Capitalization

- Review the rules of capitalization.
- Show the individual the prepared text without capitalization and ask them what words need to be capitalized.
- Have them use their device to write the words correctly.
- Ask the individual to create their own sentence about a topic of interest and check for capitalization.

Punctuation

- Review the punctuation you are targeting (e.g., Today we are going to look at using periods, exclamation marks, and question marks).
- "Punctuation gives readers more comprehension of the text. Punctuation can give text different meanings." Give examples using a sentence with an exclamation point versus a question vs. nothing (e.g., I got a puppy! I got a puppy? I got a puppy.). Discuss how each mark made the sentence different.
- Randomly select a punctuation mark (e.g., use dice with punctuation on it, use a grab bag with punctuation cards in it).
- Have the client create a sentence using the given punctuation mark.

Capitalization and Punctuation

- Select a topic of interest to the individual.
- Ask them to create sentences using correct capitalization and punctuation.



Supplemental Activities

Repetition with variety is very important in teaching AAC. Create practice opportunities that are not boring by keeping the skill constant and varying the activity. Use the following scenarios during the day to work on this goal using the same steps in the activity above.

- Play a game where you present a sentence without any capitalization and/or punctuation and ask the individual to write the sentence correctly.
- Painting punctuation in an art activity. Get creative and use paint or markers to express yourself.



Measuring Success

- Increased attention to written communication.
- Increased use of the device for email, texting, or writing.
- Increased navigational skills.
- Increased use of capitalization and punctuation.



Note

The individual does not have to 'master' this goal at 80% accuracy before you can move on to the next one. Even if they don't meet the goal consistently, or without cueing, the individual may still be ready to move forward to the next goal.

Parent/Caregiver Letter

Date: _____

Dear: _____

I'm sending this letter to let you know that we are working on capitalization and punctuation when writing. You will play an important part in the learning process.

How? You can reinforce the skills we address here at home.

- Complete the attached suggested activities to get you more familiar with the system.

I will be sending more activities and suggestions home. Provide any feedback and contact me with any questions. The more you can practice, the better! I'm looking forward to hearing more about the fun you have working on this skill.

Sincerely,

Activities for carryover

- 1 _____
- 2 _____
- 3 _____