

Frequently Misspelled or Improperly Used Words

Principal (the principal is your pal) is only capitalized when used with the person's name—*Principal Brown*. Mr. Brown is my principal.

Kindergarten is not a proper noun—I *am a kindergarten teacher*. I *plan to teach kindergarten at West Side Elementary School*.

first grade teacher, sixth grade teacher, history teacher, science teacher, English teacher, Spanish teacher

a.m. p.m. (No capital letters and no space between the characters) 8:00 a.m. or 1:00 p.m.

August 29 or the 29th of August (*Greenbrier Open House will be on August 29 or Greenbrier Open House will be on the 29th of August*)

Every state has a two character abbreviation and both characters are capitalized. There is no punctuation after the abbreviation. For example: AR CA MA FL TX

Never space before a punctuation mark—period, comma, question mark, colon, etc.

Space one time after a punctuation mark that is used at the end of a sentence, and space one time after commas, colons, and semi-colons that are used within a sentence.

Internet is a proper noun as is always capitalized.

Do not space between the parentheses and the word or words they enclose. For example: (cat) or They (Tom, Ed, and Joe) ran the relay race.

Notes: