



Troll

Micro Courseware

WRITE IT RIGHT!

**Punctuation
and
Capitalization**

Grades 4-6

A TROLL LEARNING CENTER

This unit contains: 1 micro-software
disk and a User's Guide.

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MICRO

COURSEWARE

USER'S GUIDE

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Troll Micro-Software

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Punctuation and Capitalization Micro User's Guide

System Requirements

1. Apple IIgs, IIc, IIe, II+, or II (with Applesoft and at least 48K of RAM).
2. One disk drive.
3. A TV set or video monitor (color is recommended).

How to Use This Program

WRITE IT RIGHT! Punctuation and Capitalization is designed to improve students' punctuation and capitalization skills through the introduction of rules, practice, and usage activities.

Getting Started

Insert the program disk into the disk drive with the label facing up and the oval cutout facing away from you. Close the door on the disk drive and turn on the monitor and computer. The red light on the disk drive will light up as the program loads.

NOTE: Some Apple computers require that PR#6 be typed before the program begins loading.

When the program has loaded, the Troll logo will appear, followed by the title. Then the menu appears.

- 1) TROLL TRAINEE—Punctuation Rules and Practice
- 2) MISSING MARKS—Using Punctuation Skills
- 3) AN UPPER CASE—Capitalization Rules and Practice

To choose an activity, simply press the number of your choice. The activity will load and run automatically. Press C to see the credit screen or Q to quit the program.

Special Keys

H Help

CONTROL X Return to Menu

CONTROL O Turn Sound On or Off

The Activities

TROLL TRAINEE—Punctuation Rules and Practice

In this activity, students are introduced to the basic rules governing the use of underlining and the following punctuation marks: period, question mark, exclamation point, comma, dash, apostrophe, and quotation marks. They are also given the opportunity to choose the punctuation marks that are needed in several pieces of text.

As the activity begins, a piece of text appears which is missing one type of punctuation. Read the sentence, decide what punctuation is missing, and press the appropriate key. When a key is pressed, the rule for using that punctuation will be displayed. If the first answer is incorrect, you will be given a second chance. After a second incorrect answer, the correct answer is given.

After each group of 9 questions, you get to play a game of match up. In the game you must match the punctuation marks that are hidden in a number of boxes. The arrow keys or the I, J, K, and M keys may be used to move up, left, right, and down. After moving to a box, the box may be opened by pressing Return.

MISSING MARKS—Using Punctuation Skills

In this activity, students use their punctuation skills to add missing punctuation to a news article.

As the activity begins, a page of a news article is displayed, and you are asked if the page needs punctuation. Press Y if the page needs punctuation, or N if it does not. If the page needs punctuation, each line of text is then highlighted in turn, and you are asked if the line needs punctuation. Answer Y or N as before. If you answer Y correctly when the line needs punctuation, seven punctuation marks begin moving in the margin, along with a box. Use the box to capture a punctuation mark: press S to make the box go slower, F to make it go faster, and Return to capture a mark when it is in the box. If the captured mark is incorrect, the correct mark is automatically provided. A pointer appears at the beginning of the line of text. Use the left and right arrow keys to move the pointer to correct position for the punctuation mark, and then press Return. If the pointer is positioned incorrectly, the correct position will be shown automatically. After punctuation has been added to the entire story, it will be displayed again, along with animated “news photos.”

AN UPPER CASE—Capitalization Rules and Practice

In this activity, students are introduced to the rules governing capitalization, and given the opportunity to use the rules in phrases and sentences.

As the activity begins, a rule governing capitalization is displayed along with three phrases or sentences, numbered 1, 2, and 3. Read the rule and determine which of the three choices is the best example of the rule, then press the number of the correct choice. If the first answer is incorrect, a second try is allowed. After a second incorrect answer, the correct answer will be provided.

Care of Disks

The micro-software program is recorded on the magnetic coating of the program disk, which is permanently sealed inside a protective cover. Do not touch the surface of the disk that is visible through the oval cutout in the protective cover. When the disk is not in use, it should be returned to its own envelope and stored in a safe place away from dust, magnetic fields, and temperature and humidity extremes. Do not bend, staple, or write on the disk or its protective cover with ball point pen or pencil.

Warranty

Troll Associates provides a lifetime guarantee on Troll micro-software disks. If any program fails to load or run, simply return it to us for a free replacement.

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Troll Associates



A TROLL LEARNING CENTER

WRITE IT RIGHT! Punctuation & Capitalization is the ideal way to improve language arts skills. The fundamentals of punctuation and capitalization are introduced in a busy newspaper office. A "ghost writer" guides students as they advance from trainee to expert editor by capturing punctuation marks that have "escaped" from news stories, and racing to provide correct capitalization.

THIS LEARNING CENTER CONTAINS:

- a MICRO-SOFTWARE program disk
- a User's Guide

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