

CAPITALIZATION RULES



Always capitalize...

1. The first word in every sentence
2. The pronoun "I"

3. Proper nouns

Proper Nouns

Common Nouns

*a specific person, place, thing, or idea
thing, or idea

*any person, place,

Voorhees Middle School ----- > school

Saturday-----**day**

Canada----- >country

Chase Utley----- > man

Philadelphia----- > city

The Stranger----- > book

4A.) Capitalize geographical names: **Miami, Italy, Europe**

AND

4B.) Capitalize particular sections of the country :

Northeast, West, Midwest, Southwest, North Pole, North Island

* Words that indicate directions **DO NOT** begin with a capital letter. To illustrate more:

Capitalize the points of a compass only when they refer to specific regions.

Examples – *We have had three relatives visit from the South.*
Go south and then turn left

6. Capitalize names of organizations, institutions, and government bodies:

Drama Club, Temple University, Board of Education, Girl Scouts

7. Capitalize the names of languages:

Greek, French, Italian, Spanish, Japanese, Hebrew, Latin, Chinese

7. Names of specific people: Austin, Lauren, Jason, Neida, Ashlyn, Brendan

8. **DO NOT CAPITALIZE SEASONS!** (spring, summer, winter, fall)

Example – *I love autumn colors and spring flowers.*

9. Capitalize special events and calendar items:

February, Valentine's Day, May, Spring Break, July, The Fourth of July

10. Capitalize historical events and periods:

Battle of Gettysburg, Revolutionary War, Ice Age, World War II

11. Capitalize nationalities, race, and religions:

Mexican, English, Presbyterian, Jewish, Latino, Buddhist, German, Polish

12. Capitalize the brand names of business products:

Coca-Cola, Dial soap, Apple computers, Droid, Pizza Hut

13. Do **not** capitalize the names of school subjects: science, reading, math

Example – *I must take English and math.*

Note: *English* is capitalized because it comes from the proper noun *England*, but *math* does not come from *Mathland*.

Capitalize the names of specific course titles.

Example – *I must take history and Algebra 2.*

***Do** capitalize languages and course names followed by a number (or if it's a specific class):

French, Spanish, Algebra I, Music II, History 101, Creative Writing, American Literature, Economics, Geometry, Art History.

14. Capitalize proper adjectives (they are formed from a proper noun):

**Proper
Noun**

Proper Adjective

Rome

Roman theater

Senate

Senate hearing

France

French literature

Mars

Martian moons

Japan

Japanese economy

Italy

Italian bread

Spain

Spanish dancing

15 A) Capitalize the title of a person when it comes before a name:

President Obama, Mr. Moskowitz, Senator Greenwald, Professor Davis, General Washington, Madame Sydney, King George, Prince David

15 B.) Capitalize a title used alone or following a person's name if it refers to a high official or someone you wish to show respect:

President of the United States, Chief Justice of the United States, Mayor

15 C.) When a title is used instead of a name in direct address (when you use Comma Rule #5), it should be capitalized:

Good morning, Doctor.

Will we have enough time to make the play, Coach?

Can I stay after for help on my essay, Professor?

15 D.) Capitalize words showing family relationships when used with a person's name, but **not** when preceded/followed by a possessive:

Capitalized: We love spending time with Uncle Pete—he's hilarious!

We will go to Grandma Smith's beach house for the weekend.

Not Capitalized: Jay's mother is a teacher.

That puck belongs to Len's sister.

EXCEPTION: Words showing family relationship followed by a name and preceded by a possessive may be capitalized if they are considered part of the name:

Lisa, this is my Uncle Sean

PLEASE NOTE: It is acceptable to either capitalize or not capitalize words of family relationship when used in place of a name:

Let's go with Dad.

OR

Let's go with dad.

16. Capitalize the first and last words and important words in titles of books, magazines, poems, stories, movies, essays, paintings, songs, etc:

Mona Lisa, The Wizard of Oz, Roll of Thunder Hear My Cry,

Phantom of the Opera, "The Road Not Taken," Romeo and Juliet

Capitalize other words within titles, including the short verb forms *Is*, *Are*, and *Be*.

Exception: Do not capitalize little words within titles such as *a*, *an*, *the*, *but*, *as*, *if*, *and*, *or*, *nor*, or **prepositions**, regardless of their length

Example : **The Old Man and the Sea.**

17. Capitalize words referring to the Deity:

God, the Almighty

*The word god is **not** capitalized when it refers to gods of ancient mythology:

Neptune was the Roman god of the sea.

Choose the sentence that has the correct capitalization:

1. Which is correct?

- He was born in New York city.
- He was born in New York City.

2. Which is correct?

- His parents were from the City of Kalamazoo, Michigan.
- His parents were from the city of Kalamazoo, Michigan.

3. Which is correct?

- When we were in Washington, we saw President Obama.
- When we were in Washington, we saw president Obama.

4. Which is correct?

- The senator was talking to the president.
- The Senator was talking to the President.

5. Which is correct?

- He was examined by dr. Jones.
- He was examined by Dr. Jones.

6. Which is correct?

- Many good American writers come from the South.
- Many good American writers come from the south.

7. Which is correct?

- Go South for three blocks, then turn right.
- Go south for three blocks, then turn right.

8. Which is correct?

- They have a cottage on lake Michigan.
- They have a cottage on Lake Michigan.

9. Which is correct?

- My favorite book is "The Fellowship Of The Ring".
- My favorite book is "The Fellowship of the Ring".

10. Which is correct?

- FBI stands for "Federal Bureau of Investigation".
- FBI stands for "Federal bureau of investigation".

Instructions: Put an X by the sentences that are not capitalized correctly.

1. ___ I would like more facts about Mars and Jupiter, but not the earth.
 2. ___ I am taking Geology 2 at school and maybe a math class.
 3. ___ She said, "he will never agree!"
 4. ___ He lives in the Pacific northwest.
 5. ___ The last Ice Age ended 10,000 years ago.
 6. ___ Christians and muslims don't agree about some things.
 7. ___ Bill Gates started microsoft and is a wealthy man.
 8. ___ I saw a play called Annie Get Your Gun.
 9. ___ The movie Charlie And The Chocolate Factory was entertaining.
 10. ___ Columbus never saw the Indian ocean.
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Instructions: Circle the words that need a capital letter.

a trip around the world would be fun. it would be cold in antarctica and hot in the bahamas. you would meet germans, italians, and swedes in europe. it would be interesting to visit egypt and see the great pyramid of giza, the sphinx and the Nile river. you could get ideas about where to go from the book journeys of a lifetime or watch the travel channel. lastly, you could visit the sites of famous events, like the boston tea party, the battle of waterloo or where the magna carta was signed.

Q-Fix this sentence: "i want to go to the grand canyon in december."

- 1-a-i want to go to the Grand canyon in december.
 - b-I want to go to the Grand Canyon in December.
 - c-I want to go to the grand canyon in december.
 - d-i want to go to the grand canyon in December.
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-2- Which of these needs to be capitalized?

- A-texas
 - B-lobster
 - C-television
 - D-starship
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3-. Which of the sentences is written correctly?

- A-Fred is not british.
 - B-That food has got to be Italian.
 - C-Bill is from mexico.
 - D-Most mexican food is spicy.
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4-

Which words need to be capitalized in the sentence?

My uncle took my brother and me to see the south lake cardinals.

A-uncle

B-brother

C-south lake

D-cardinals
