

CAPITALIZATION

WHAT YOU NEED TO KNOW

Use a Capital Letter for	Don't Use a Capital Letter for
<p><u>The first word in a sentence:</u> David called me.</p>	<p><u>The word after a comma or semi-colon:</u> At 6:30, Anne woke up; then she made coffee.</p>
<p><u>Specific people and their titles:</u> Governor Charlie Crist, Dr. Martin, Professor Lambert, Aunt Mae</p>	<p><u>Titles without names:</u> The governor of Florida is Charlie Crist. Dr. Gallon is the president of the College.</p>
<p><u>Words used as or in place of names:</u> We already washed our hands, Mother. Are you, Professor, going to the lecture?</p>	<p><u>Words that aren't part of a name, aren't used in place of a name or are preceded by a possessive pronoun:</u> I will be visiting my aunt and uncle this weekend. Jack doesn't respect his mother and father.</p>
<p><u>The pronoun "I":</u> She thinks I can do this. Erick is taller than I am.</p>	<p><u>Other personal pronouns:</u> She thinks we can do this. Erick is taller than he is.</p>
<p><u>Nationalities, languages, ethnic groups, races:</u> Yes, Michelle is Hispanic, but she does not speak Spanish.</p>	<p><u>Words in standard use (see a dictionary):</u> french fries, china plates, italics</p>
<p><u>Specific places and geographic areas:</u> the Middle East, Florida, the Pacific Ocean, Niagara Falls</p>	<p><u>Compass directions:</u> Travel south on I-95.</p>
<p><u>Specific structures, organizations, and their abbreviations:</u> the Panama Canal, Okeechobee Boulevard, the Washington Monument, Oak Ridge Middle School, PBCC</p>	<p><u>General structures and organizations:</u> canal, boulevard, monument, school, college</p>
<p><u>Days, months, and holidays:</u> Friday, November, the Fourth of July, Easter</p>	<p><u>Seasons:</u> summer, spring, winter, fall, autumn</p>
<p><u>Historical events, periods, documents:</u> World War I, the Renaissance, the Bill of Rights</p>	<p><u>Spans of time:</u> the twentieth century, last week</p>
<p><u>Titles of specific courses:</u> Fundamentals of Communication, Math 101</p>	<p><u>General courses or subject areas:</u> algebra, history, speech</p>
<p><u>Name brands:</u> Dove soap, Ford truck</p>	<p><u>The item after the name brand:</u> Dove soap, Ford truck</p>
<p><u>First, last and all important words in a title or subtitle of a work, ship, etc.:</u> <i>Leaves of Grass, Little Women, "The Bell Jar," the Silver Starr</i></p>	<p><u>Articles and prepositions in the middle of a title:</u> <i>A Walk in the Park, Remember the Titans</i></p>

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LEARN MORE

Don't forget: students can always ask tutors or their teachers for an explanation of anything that's not clear.

Texts available to use in the SLC English Writing Lab:

<i>Grassroots with Readings</i> , Ninth Edition Susan Fawcett Chapter 26	<i>Evergreen, A Guide to Writing with Readings</i> , Ninth Edition, Susan Fawcett Chapter 37	<i>The Bedford Handbook</i> , Seventh Edition, Diana Hacker Pages 461 - 466
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Online:

[A Little Help with Capitals](#)

[English Zone.com](#)

[Capitalization](#)

[Capital Letters](#)

[Exercise 2: Capital Letters](#)

[Capital Letters: When and Why to use them](#)

[Grassroots Companion Site](#)

[Evergreen Companion Site](#)

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PRACTICE

Directions: Circle any letters that should be capitalized in the following sentences, and cross out any letters that should not be capitalized.

1. I asked my aunt Janice to stop at Bluewater Potters when she visited Islamorada.
2. The local Artists of the Island are inspired by their natural surroundings; the husband and wife team that own the Bluewater Potters are particular favorites of mine.
3. Kim and corky wagner have been Potters for over 25 years and make not only decorative architectural pieces but also practical ones like dishes and bowls.
4. When Janice visited Islamorada's local art Galleries, she learned that Bluewater Potters had moved to key Largo.
5. She called me on tuesday to let me know that she would be staying on a houseboat with some friends until the end of the Week, but she would visit Key Largo on saturday.
6. She joked that she would not have been able to take the heat if it had not been for Degree Deodorant.
7. My Aunt is a native of seattle, Washington, so she is not used to Florida's sunny unrelenting heat.
8. Seattle is the home of starbucks coffee, the Sound Garden, flannel clad grunge bands like Pearl Jam, and cloudy skies.
9. While her Home State has many charms, I am too intimidated by the inclement weather to visit.
10. We rarely see each other since I live in West palm beach.

She has been planning this trip for over a Year and plans to stay in florida for four weeks; she will end her trip by visiting me and my family during the week of the fourth of July.