

CAPITALIZATION REVIEW

In this exercise you will review the main rules for using capital letters. Study the rules and examples; then work the “**TRY IT**” section. The answer key is at the back of this packet.

The first word of every sentence begins with a capital letter.

They soared above the earth like birds.

Names of persons are capitalized.

We shall meet **Juan** and **Mi Hye**.

Initials used in names and abbreviations of well known organizations are capitalized.

Does this belong to **T.R.** Johnson?
The **P.T.A.** meeting is tonight.

The word I is always capitalized.

Marlita and **I** will do the job.

The names of the months are capitalized.

He was born on **January** 1, 1951.

The names of the days of the week are capitalized.

This class will meet on **Tuesday** and **Thursday**.

The names of holidays are capitalized.

Thanksgiving Day comes in November.

The names of countries, states, and cities are capitalized.

The doctor was a native of **Mexico**.
I have visited in **Indiana**, and **Chicago, Illinois**.

The names of streets and avenues are capitalized.

There are no business buildings on **Temple Street**.
Meet me at 212 **Fifth Avenue**.

**The names of particular buildings, mountains,
parks and bodies of water are capitalized.**

We camped in the **Yellowstone National Park**.
The **Mississippi River** enters the **Gulf of Mexico** at New Orleans.

**Titles with names and titles of books, songs and
newspapers are capitalized.**

Dr. and **Mrs.** Hill had dinner with **Captain** Smith.
The name of the book is **The Old Man and the Sea**.
Our national anthem is "**The Star Spangled Banner**."
Do you read **The Washington Post** advertisements?

**All the words in the greeting and the first word of
the closing of letters are capitalized.**

**Dear Mr. Arnaz,
To Whom It May Concern
Sincerely,**

**Dear Aunt Faye,
Dear Sir:
Love,**

***Examples of names, titles or words which are not capitalized:**

Titles: There are three **presidents** at the conference.

Seasons: **winter, spring, summer, autumn**

General studies: **history, art, science**, etc. (except specific
studies or languages: Latin, Algebra II)

CAPITALIZATION

TRY IT 1

CORRECT THE CAPITALIZATION ERRORS.

1. the young man became a citizen of the u.s.a.
2. are dr. owusu and senator jackson members of the p.t.a.?
3. the month of march can be very cold, but spring will come soon.
4. i would like to hear about algeria from r.a. lajnef.
5. elementary school closes early on mondays.
6. there will be a parade on main street in los angeles, california on memorial day.
7. can you see the washington monument from the potomac river?
8. ms fernandez will travel to mexico in september to buy fabric for her company, textiles international.
9. they asked officer moore to meet them at 212 fifth avenue.
10. charles dickens wrote the classic, oliver twist, about life in england.
11. i like history and science, but I don't like algebra II or english.

CAPITALIZATION

TRY IT 2

CORRECT THE CAPITALIZATION ERRORS.

dear parents,

you are invited by our local p.t.a. to attend a picnic at goldhead park. it is the annual oakwood elementary school get-together.

the picnic will be on saturday, june 6. please bring food for your family. drinks may be bought at the park.

at three o'clock, superintendent james l. hanna will discuss the building program.

please come!

sincerely,

ms. laverne howard
president, p.t.a.

CAPITALIZATION ANSWER KEY

TRY IT 1

1. The young man became a citizen of the U.S.A.
2. Are Dr. Owusu and Senator Jackson members of the P.T.A.?
3. The month of March can be very cold, but spring will come soon.
4. I would like to hear about Algeria from R.A. Lajnef.
5. Elementary school closes early on Mondays.
6. There will be a parade on Main Street in Los Angeles, California, on Memorial Day.
7. Can you see the Washington Monument from the Potomac River?
8. Ms. Fernandez will travel to Mexico in September to buy fabric for her company, Textiles International.
9. They asked Officer Moore to meet them at 212 Fifth Avenue.
10. Charles Dicken wrote the classic, Oliver Twist, about life in England.
11. I like history and science, but I don't like Algebra II or English.

CAPITALIZATION ANSWER KEY

TRY IT 2

CORRECT THE CAPITALIZATION ERRORS.

Dear Parents,

You are invited by our local P.T.A. to attend a picnic at Goldhead Park. It is the annual Oakwood Elementary School get together.

The picnic will be on Saturday, June 6. Please bring food for your family. Drinks may be bought at the park.

At three o'clock, Superintendent James L. Hanna will discuss the building program.

Please come!

Sincerely,

Ms. Laverne Howard
President, P.T.A.