

Capitalization Rules

- Capitalize the names of buildings and monuments.
- Capitalize the greeting and closing of a letter.
- Capitalize the names of video games, stories, movies, etc.
- Capitalize a proper noun.
- Capitalize names of relatives when used as a proper name.
- Capitalize days of the week and months of the year.
- Capitalize names of countries and nationalities.
- Capitalize trademarks and names of groups.
- Capitalize a person's title when it precedes his or her name.
- Capitalize the first word of a quoted sentence.
- Capitalize a person's title when it follows his or her name on the address or signature line.
- Capitalize the titles of high-ranking government officials when used before their names.
- Capitalize any title when used as a direct address.
- Capitalize other words within titles, including the short verb forms, such as *Is*, *Are*, and *Be*.

People and Cultures

Teaching

Follow these rules of capitalization:

- Capitalize people's names and initials.
Lyndon B. Johnson Ulysses S. Grant
- Capitalize titles and the abbreviations of titles used before names or in direct address. Capitalize the abbreviations of some titles when they follow a name.
Colonel Blake Dr. Jane Elway Hello, Professor Luis Hernandez, M.D.
- Capitalize titles of heads of state, royalty, or nobility only when they are used with a person's name or in place of a person's name. Do not capitalize titles when they are used without a proper name.
Sir Walter Raleigh The Prince of Wales visited the United States.
The queen wore a crown.
- Capitalize the titles indicating family relationships only when the titles are used as names or parts of names. Do not capitalize a family name when it follows the person's name or is used without a proper name.
Aunt Vicky Grandma Ellen My uncle Ellen, our aunt.
- Always capitalize the pronoun *I*.
- Capitalize the names of religions, sacred days, sacred writings, and deities. Do not capitalize the words *god* or *goddess* when they refer to a group of deities, as in ancient mythology.
Christianity Kwanza the Book of Genesis Allah
- Capitalize the names of nationalities, languages, races, and some ethnic groups, and the adjectives formed from these names.
the French Portuguese Caucasian Polish German sausage

Capitalizing Names of People and Cultures

Underline the words that should be capitalized in each of the following sentences.

1. My sister and I love thai food.
2. Can I have another piece of that delicious french bread?
3. This book is about aztec pyramids.
4. The hindu god shiva is the patron of dancers.
5. In 1979, prime minister margaret thatcher was elected.
6. According to a greek myth, the god zeus was the father of hercules.
7. The new professor at the college is dr. jeffrey a. long
8. For his bar mitzvah, my cousin joel memorized a passage from the torah.
9. The duke of marlborough was an ancestor of sir winston churchill.
10. When grandpa joe comes to visit, he tells us stories about when he was in the army with colonel jack s. anderson.

Lesson 1

People and Cultures

More Practice

A. Capitalizing Names

Underline the letters that should be capitals in each of the following sentences. If the sentence is already correct, write **Correct**.

1. We read a short story by e. b. white. _____
2. The opening address was given by senator nancy holland. _____
3. Can ms. nold arrange an appointment with rev. thomas? _____
4. My new french teacher is canadian. _____
5. The principal invited capt. williams to speak at the assembly. _____
6. My father and uncle henry both enjoy books written by martin prescott, ph.d. _____
7. My brother and I saw grandpa victor downtown. _____
8. Several times a day, muslims pray to allah. _____
9. Ask mom if dad is ready to pack the camper. _____
10. In norse mythology, the god odin is ruler over the other gods, and his son is thor. _____
11. Romans often gave new names to the gods of greek mythology. _____
12. In greek mythology, the god of war was named ares; in roman mythology, the god of war's name was mars. _____

B. Capitalizing Correctly

Underline each word that should be capitalized in the following paragraph. Not every sentence has a word that need to be capitalized.

(1) John jay was an early american statesman. (2) He was the president of the Continental Congress from December 1778 until September 1779. (3) He then became the american ambassador to Spain. (4) He was acquainted with general george washington. (5) In 1789, president george washington appointed jay the first chief justice of the Supreme Court. (6) In 1794, chief justice jay traveled to England and negotiated a treaty with the english government. (7) He resigned as chief justice when he was elected governor john jay of New York. (8) As a diplomat, patriot, and chief justice, john jay played an important role in early american history.

Lesson 1

People and Cultures

Application

A. Proofreading

Proofread the following first draft of a report. Look especially for errors in capitalization. Draw three lines under each letter that should be capitalized.

EXAMPLE William howard taft was an american politician.

Many young people dream of being the president of the United States. Instead, william howard taft wanted to be a justice of the U.S. Supreme Court. On the way to reaching his goal, taft served as the U.S. president from 1909 to 1913. During his presidency, admiral robert peary became the first person to reach the North Pole. The norwegian explorer roald amundsen led an expedition to the South Pole. The chinese republic was founded. The english ship *Titanic* sank in the Atlantic Ocean. Although these were exciting times, president taft was not happy. When he left the White House, he announced, "I'm glad to be going." Eight years later, president warren g. harding appointed taft chief justice of the Supreme Court. Chief justice taft considered this office to be a greater honor than being president of the United States.

B. Writing with Capital Letters

Suppose it was your job to introduce a panel of speakers to an audience. You would need to announce each speaker's name and tell a little about him or her. Write an introduction for an imaginary panel of four speakers. Be sure to capitalize all the names and titles correctly.

CHAPTER 10

Copyright © McDougal Littell/Houghton Mifflin Company.

First Words and Titles

Teaching

Capitalize these words:

- the first word of every sentence
- the first word of every line of traditional poetry
- the first word of a direct quotation if it is a complete sentence (Do not capitalize the first word of the second part of a divided quotation unless it starts a new sentence.)

"My favorite book is *Where the Red Fern Grows*," said Lesley.

"We just bought," exclaimed Owen, "two tickets to see *The Miser* next week."

- the first word of each item in an outline and letters that introduce major subsections

I. Types of literature

A. Drama

1. Comedy

2. Tragedy

- the first word in the greeting of a letter and the first word in the closing
- the first word, the last word, and all other important words in titles (don't capitalize articles, conjunctions, or prepositions of fewer than five letters.)

Capitalizing First Words and Titles

Underline the words that should be capitalized in each of the following items.

1. "i like," Luther commented, "reading a play before i go to see it."
2. each year, we read several plays in our English class.
3. this year we will read and then see a live performance of *macbeth* by William Shakespeare.
4. dear Lynette,
The Festival Playhouse is pleased to announce that you have been selected to play Juliet in our upcoming performance of *romeo and juliet*. Congratulations.
sincerely,
Cleo Wilson, President, Festival Playhouse
5. Aisha said, "my favorite playwright is Tennessee Williams, who wrote *the glass menagerie*."
6. "many plays," Mrs. Richardson explained, "have been turned into successful musicals, such as *pygmalion*, which is better known as *my fair lady*."
7. I. drama
 - a. elements of drama
 1. plot
 2. character

First Words and Titles**More Practice****A. Capitalizing First Words and Titles**

In the following sentences underline the words that should be capitalized but are not. If the sentence contains no capitalization errors, write **Correct** on the line.

1. "Watch out!" warned the mine inspector. "the cable has snapped!" _____

2. In *julius caesar*; Mark Antony says, "friends, Romans, countrymen, lend me your ears." _____

3. "I think," said the doctor, "that you need a good rest." _____

4. the sun that brief December day
rose cheerless over hills of gray

John Greenleaf Whittier

5. we read the poem "a certain slant of light" by Emily Dickinson. _____

6. natalie sang "the star-spangled banner" before the kickoff. _____

7. ralph can play "down in the valley" and "the yellow rose of Texas" on the guitar. _____

8. "did you hear," Ida asked, "our classmate Brian playing the piano at the talent show?" _____

9. all students of American government should read *the federalist papers*. _____

10. "many paintings," our art teacher told us, "are based on stories from Greek mythology, such as the story of Icarus and his wax wings." _____

B. Capitalizing First Words in Outlines

Underline each letter that should be capitalized in the following outline.

Works of Edgar Allan Poe

I. poems

a. "annabel lee"

b. "the raven"

II. tales of horror

a. "the pit and the pendulum"

b. "the masque of the red death"

c. "the fall of the house of usher"

First Words and Titles

Application

A. Writing a Conversation

Continue the conversation of two people coming out of a theater. The speakers have seen an award-winning movie, but they have differing opinions about it. Have the two speakers compare this movie (you can decide which movie) with other movies they have seen. Include at least two other titles. Be sure to capitalize the quotations and titles correctly.

"I can see why that movie got the award," said Glenn. "It was one of the best movies I've ever seen."

"Well, I didn't think it was that good," replied Gina. "In fact, I can name at least two films I liked better. One of them should have gotten the award."

B. Writing an Outline Using Capital Letters Correctly

Read the following brief report. Then write a short outline for it on the lines below. Be sure to capitalize correctly.

Laura Ingalls Wilder was born in Wisconsin in 1867. Her family moved around, and she grew up living on the American frontier. In 1885 she married farmer Almanzo Wilder. They survived through some hardships and eventually settled in Missouri.

Many years later, at the urgings of her daughter, Wilder began to write about her childhood. Her books became known as the Little House series, beginning with *Little House in the Big Woods*. The books, including *Little House on the Prairie* and *On the Banks of Plum Creek*, were loosely based on her family's westward travels. For her work she won five Newbery Medals and received the first Laura Ingalls Wilder Award.

The Life of Laura Ingalls Wilder

I. Early life

II. Later life

Places and Transportation

Teaching

Follow these rules of capitalization:

- In geographical names, capitalize each word except articles and prepositions. Geographical names include the names of continents (*Antarctica*), bodies of water (*Danube River*), islands (*Philippines*), mountains (*Ural Mountains*), other land forms (*Devil's Tower*), world regions (*Far East*), nations (*Russia*), states (*Georgia*), cities (*Atlanta*), and streets (*Peach Street*).
- Capitalize the names of planets and other specific objects in the universe. Do not capitalize *sun* and *moon* or *earth* when it is preceded by *the*.
Mercury Andromeda Galaxy Halley's Comet
- Capitalize the words *north*, *south*, *east*, and *west* when they name particular regions of the country or world, or when they are parts of proper names. Do not capitalize words that indicate general directions or locations.
South Carolina The bus turned west on Main Avenue.
- Capitalize the names of specific buildings, bridges, monuments, and other landmarks.
Statue of Liberty Grand Central Station
- Capitalize the names of specific airplanes, trains, ships, cars, and spacecraft.
Maine Challenger

Capitalizing Names and Places

Underline the words that should be capitalized in each of the following sentences. If the item is capitalized correctly, write **Correct** on the line.

1. If space travel were possible, I would surely visit mars. _____
2. The taj mahal in india must be a wondrous sight. _____
3. When we went to boston, massachusetts, last month, I enjoyed seeing the u.s.s. constitution. _____
4. Can you name two countries in southeast asia? _____
5. My grandmother has never left her home state, Texas. _____
6. One continent no one in my family has visited yet is africa. _____
7. The tower bridge in london crosses the thames river. _____
8. Wouldn't it be exciting to walk along the great wall of china? _____
9. Because the dead sea is so salty, it is easy to float in it. _____
10. If you travel west from st. louis, you will eventually reach the rocky mountains. _____

Places and Transportation

More Practice

A. Recognizing Words That Need Capitalization

Underline the words that should be capitalized in each of the following sentences. If the item is capitalized correctly, write **Correct** on the line.

1. When visiting san francisco, don't miss golden gate park. _____
2. The mormon trail began in nauvoo, illinois, and ended in salt lake city. _____
3. Will the northwest tollway take us to lake geneva? _____
4. As we headed southeast, we saw the western edge of the alleghenies. _____
5. Charles Lindbergh flew the *spirit of st. louis* across the atlantic ocean to paris. _____
6. Explorer David Livingstone named victoria falls, which is on the zambezi river. _____
7. On the west side of the Capitol is the National Mall. _____
8. Napoleon Bonaparte was exiled to saint helena, a small island in the south atlantic ocean. _____

B. Capitalizing Names of Places

Write the words that should be capitalized in each sentence.

1. Lewis and Clark explored the louisiana territory, traveling west from st. louis.

2. The statue of liberty was a present given to the united states by france.

3. The second largest city in russia is st. petersburg, which is located by the gulf of finland.

4. In b.c. 239, the appearance of halley's comet was recorded in china.

5. In florida, i'd like to see cape canaveral, where the *freedom 7* spacecraft was launched.

6. Before the fall of the berlin wall, berlin was divided into east berlin and west berlin.

Places and Transportation

Application

A. Capitalizing Names of Places

Underline the words that should be capitalized in the following paragraph.

Come with me to new orleans. This exciting city is located in the southeast corner of louisiana on the mississippi river. It was founded by the French in 1718 and was named for a regent of france. Probably the most well-known area of the city is the french quarter. In the center of the french quarter is jackson square, where you can see a statue of Andrew Jackson on horseback. Jackson defended new orleans during the War of 1812. jackson square is surrounded by the saint louis cathedral and two former government buildings, the cabildo and the presbytiere. The french market, a building with many shops, is east of the square on decatur street. The ursuline convent, thought to be the oldest building in the mississippi valley, stands on nearby chartres street. Many people flock to bourbon street to hear jazz and see its famous French and Spanish architecture.

B. Using Capital Letters in Writing

Write a paragraph about a vacation or trip you have gone on or would like to go on. In a short paragraph, name and describe at least four places—natural features, states, bodies of water, streets, or landmarks—that you saw or would like to see on your trip. Be sure to capitalize their names correctly.
