

1. Capitalize the first word of every sentence.

We left after the party. By that time, it had started to rain.
The teacher gave four assignments. They were very easy for us.

2. Capitalize the first word of a sentence in a direct quotation.

Tom said, "Math requires hard work."
"The teacher gave four assignments," said Mary.
"Leave now," said Joan. "The bus is on its way."

3. A. Capitalize the first word in the closing of a letter.
B. Capitalize the first, last, and all important words in the salutation (opening) of a letter.

Dearest Sir:
Sincerely yours,

Dear Sir or Madam:
Yours sincerely,

4. Capitalize a specific region of the country.

We live in the East. We love the Southwest.

Note Do not capitalize words used as directionals.



Drive north until you reach State Road 60.
She lives in the southern part of the county.

5. Capitalize the first, last, and all important words in titles of books, magazines, plays, stories, poems, articles, movies, paintings, and other works of art.

Note



The words *a*, *an*, *the*, and prepositions and conjunctions under five letters are not capitalized unless they are first or last words.

She read The Bridges of Madison County.
I saw Return of the Jedi at the Rave Theater.
Bill enjoys reading Sports Illustrated.

6. Capitalize proper nouns, including initials.

Proper nouns name specific people, places, or things. They are always capitalized. Common nouns are general names and are not capitalized unless they begin a sentence, begin a direct quotation, or are included in a title.

Common nouns

a doctor, the mayor
a school
an avenue or street
a place
an aunt or uncle
ocean, sea, lake, river
a mountain or range
continent, country
history, biology
organization, firm
religions
government bodies
holidays
special events

Proper nouns (specific people, places)

Doctor John J. Smith
Westwood High School
Virginia Avenue
Fort Pierce
Aunt Janet
Atlantic Ocean
Mount Everest
Africa, Australia
U.S. History 1101
the Salvation Armey
Roman Catholic
Congress
the Fourth of July
the World Series

Mayor Kay D. Jones
Jones College
State Street
the Geico Building
Uncle Mike
Lake Okeechobee
the Rocky Mountains
Haiti, Japan
Chemistry 1105
Burger King
Muslim
the Supreme Court
Thanksgiving
the Olympics

Do not capitalize seasons of the year (summer, winter, spring, or fall) unless they begin a sentence or are personified (Old Man Winter).

Exercise 1

For numbers 1 through 12, choose the sentence that shows the correct capitalization.

- 1 **A** she likes her job at the County park.
 B I wish that Restaurant opened earlier in the morning.
 C how many people live in Vero Beach?
 (D) The concert will be held in the school auditorium.
- 2 **F** A new Drug Store is opening on Virginia Avenue.
 G Our paper, the *Stuart tribune*, is full of local news.
 (H) The Smith family is planning to hold a garage sale.
 J Friday is my favorite Day of the Week.
- 3 **A** They live on Biscayne boulevard.
 (B) There are few earthquakes in the eastern United States.
 C Is dr. Smith coming today?
 D They are going to canada.
- 4 **(F)** Have you ever visited John F. Kennedy Memorial Park?
 G Marie has to work on the Holiday.
 H They are having a picnic for all of their employees on memorial day.
 J Riverside park has a boardwalk along the river.
- 5 **(A)** The Orange Bowl is in Miami, Florida.
 B Stuart has fireworks on the fourth of July.
 C There are some nice parks in St. lucie county.
 D Tell Jane that her Husband called.
- 6 **F** He works at a Mexican Restaurant.
 G Beverly drives a chevrolet.
 H My cousin marie lives there.
 (J) She owns her own business.
- 7 **A** She wrote a book about pioneer life in Early Florida.
 (B) Have you seen the new Bugs Bunny stamp?
 C The Miami dolphins are my favorite football team.
 D They fish in lake okeechobee.
- 8 **F** She teaches at South Fork high school.
 (G) Is Port St. Lucie a larger city than Fort Pierce?
 H My Uncle loves French cooking.
 J Sharon is a Nurse in Miami's Dan Marino Children's Hospital.
- 9 **A** His car is in the Shop.
 B Where is the College located?
 (C) When is the governor speaking?
 D Do you know governor Chiles?
- 10 **F** Joan joined the Firm in May.
 G They go North for the Winter.
 (H) I have always loved the West.
 J My aunt Jane is a good cook.
- 11 **A** Have you eaten at that Restaurant?
 (B) The school play was terrific.
 C They live in New York city.
 D There is no school on labor day.
- 12 **(F)** Fran's husband's name is Jethro.
 G Have you met his Wife?
 H Uncle john left early.
 J She graduated from Fort Pierce central high school.
- 13 **A** Carl joined a methodist church.
 B He likes to read that Magazine.
 (C) Sandy is studying Spanish at school.
 D A new Fort Pierce Library overlooks the river.
- 14 **F** Jane lost her Chemistry book.
 G James is starting his own Business.
 H She told us to drive North for two miles.
 (J) Have you eaten at Bubba's Bar and Barbecue?

- H Dave drives a chevrolet truck.
J He is President of that Business.

Exercise 2

For numbers 1 through 12, choose the sentence that shows the correct capitalization.

- 1 A In the Summer, we often go fishing in Lake Okeechobee.
B The book Night Shift was based on a true experience in a Hospital.
C She lived somewhere in the North before moving to southern Mississippi.
D When the Doctor retired, he took up painting.
- 2 F Jack works for the martinez construction company.
G On Thursday, the president of the Company will speak at the college.
H She attended Fort Pierce westwood high school.
J Sharon is a cheerleader at Florida State University.
- 3 **A** One of his jokes was published in *Readers Digest* last winter.
B Mike Smith, the Supervisor, handles shipping answers.
C Is Dr. Smith fishing on the Lake today?
D The Cruise Ship will leave for South America next Friday.
- 4 F The Rocky Mountains are the largest range in the west.
G That yacht is from Quebec, canada.
H Do you have tickets to the Super Bowl?
J She is president of the local Union.
- 5 A Construction will begin on the new Shopping Center in November.
B The Teachers' Contract expires at Midnight Wednesday.
C Her daughter works for the Jones Packing Company in Indiantown.
D John works for the Police Department.
- 6 **F** The Internal Revenue Service offered Sue a job.
G Donna works for a Government Organization.
- 7 A Her class is visiting the Kennedy space center in Melbourne.
B We are fortunate to live near the Atlantic ocean.
C The Dallas Cowboys are playing on Thanksgiving Day.
D Naples is located in the Southwestern part of the state.
- 8 F We had a great time at my Aunt's party.
G The Smiths are having a Family Reunion in June.
H They met at a Christmas party that the company had last year.
J Sharon is a Medical Technician at Barton Memorial Hospital.
- 9 A His boat is docked at the Marina.
B Where is the new High School?
C There are several local athletes who are playing in the National Football League this Year.
D What part of southern California do you hope to visit next summer?
- 10 F Jack joined the Company in May.
G Do you go North for the Winter?
H I have always lived in the South.
J Doug said, "Drive east until you reach the bridge over the River."

Check your answers. If you have any questions, please see an ASC instructor.

Exercise 1	Exercise 2
1.D	8. G
2. H	9. C
3. B	10. H
4. F	11. B
5. A	12. F
6. J	13. C
7. B	14. J

