

Capitals

Names of People, Pets, and Characters

Capitalize the names and initials of specific people, pets, and characters.


➔ David Mickey Mouse Mr. Nelson John F. Kennedy Snowball

Don't capitalize common nouns that aren't really names, like *doctor* or *coach*, unless these nouns replace the names of specific people.

➔ My **d**octor's office is closed today. *doesn't replace the doctor's name*
Yes, **D**octor, I'll take all my medicine. *replaces the doctor's name*

Don't capitalize a preposition or the words *a*, *an*, or *the* in a name.

➔ Kermit the Frog Attila the Hun Alexander the Great Helen of Troy

 Proofread this story. Cross out each lowercase letter that should be a capital letter. Write the correct capital above it. The first one is done for you.

^J
In ~~j~~oey's neighborhood, everybody has a special name, like joey the

fish. How did joey the fish get his name? The neighbors all agreed that joey ought to take showers more often. That's how joey the fish earned his name.

Even joey's dog, spot, has a special name: spot full of slobber. teresa with the eyes is known for making eyes at all the boys. alex pass 'em all checkov is the driver's license bureau examiner. harry the slip connors can hide from anyone. many the pickpocket is in jail for a while. tony fairway riso is always on the golf course. double dribble dale never could get the hang of playing basketball. What would your name be in joey's neighborhood?

Capitals


Geographic Names

Capitalize the names of specific places or geographic features. Here is a list of major types of places to capitalize:

| places or features | examples |
|---|---|
| continents, countries, states, provinces, counties, cities, towns, villages | Australia, Kentucky, Ontario, Evansville |
| oceans, lakes, rivers, ponds, swamps | Pacific, Lake Huron, Rio Grande, the Everglades |
| beaches, islands, peninsulas | Coney Island, Manhattan Beach |
| mountains, valleys, deserts, forests, canyons | Mount Sinai, Mojave Desert, Bryce Canyon |
| parks, dams, highways, streets, malls | Yosemite, Hoover Dam, Interstate 80, Elm Street |
| recognized parts of the world or a country | the South, the Northwest, the East Coast |

Capitalize direction words like *east* or *south* when they refer to a section of the world or a country. Don't capitalize these words when they refer to directions.

➡ Many countries import silk from the East. We headed east for 15 miles.

 Cross out each incorrect letter in these sentences. Write the correct lowercase or capital letter above it.

Last year, my family went on vacation out west. We saw the hoover dam, the grand canyon, the colorado river, and my sister's braces every time she smiled. Our first stop was mount rushmore in south dakota. It was kind of cool seeing the Presidents carved in stone. A bee stung my sister in custer state park. She screamed, and a herd of buffalo stampeded after her. Then we headed up into the rocky mountains. Pike's peak was so high, my sister got a nosebleed. In yellowstone national park, bears smashed my sister's camera. All in all, I'd say it was a great vacation!

Capitals

Titles

Capitalize a person's title if it comes before the person's name. If the title is abbreviated, start it with a capital letter and put a period after it.

➡ Dr. Judy Kelso Ms. Finkle Mayor Pitts President Lincoln

Capitalize a person's title if it's used instead of the person's name.

➡ Thank you, Mayor Pitts. Thank you, Mayor.

Don't capitalize a person's title if it's used alone or if it comes after the person's name.

➡ The doctor is sick today. This is Ralph Pitts, mayor of our town.



Cross out each incorrect lowercase letter in these sentences. Write the correct capital letter above it. The first one is done for you.

1. ^O/~~o~~fficer bronski gave a parking ticket to one of sister agnes's nuns in Big City.
2. The nun was helping homeless people when the officer gave her a ticket.
3. The mayor, willy b. elected, was upset when he heard about the ticket.
4. mayor elected thought helping homeless people was more important than disobeying parking rules.
5. He wanted to make it easy for the nuns to park wherever they needed to park.
6. The officer said, "even for someone who helps the homeless, I can't bend the rules."
7. So mayor willy b. elected issued special parking permits for sister agnes's nuns.
8. The nuns could only use these permits while they were helping homeless people.
9. officer bronski and other police officers didn't have to bend the rules.
10. The mayor will probably be re-elected next year.

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Titles of VIP's

Titles of VIP's (very important persons) are capitalized whether they are used in front of names, alone, or after names. We capitalize these titles to show great respect. Many of these titles are for high-ranking officials in government. Titles of less well-known people are not capitalized.

- ➡ Bill Clinton, President of the U.S.A. from 1992-2000, came from Arkansas.
Carey Bartley, president of our school, wrote to our mayor.



Rewrite each sentence. Use capital letters where they belong.

1. Woodrow Wilson was the 28th president of the United States.

2. The president's leadership brought the U.S. out of isolation in 1917.

3. Under prime minister sir Robert Laird Borden, Canada had entered World War I three years earlier.

4. World War I started when Austrian archduke Francis Ferdinand was shot in 1914.

5. When Germany marched across Belgium to get to France, the British prime minister urged Great Britain to declare war on Germany.

6. In the U.S., president Wilson tried to keep his country out of the war.


7. Canada's close relationship with Great Britain made it more difficult for her prime minister.

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Relatives

Capitalize words that name relatives whenever these words are in front of people's names or when they replace people's names.

- ➔ My Aunt Bea makes great grasshopper pie.
Grasshopper pie is one of the best things my aunt makes.

 Cross out each incorrect lowercase letter in these sentences. Write the correct letter above it.

Sally was spending the summer with her dad and aunt pam. Her aunt's house in the country was always fun to visit. Today was the day her dad had promised to take her fishing. Sally wasn't too keen on fishing, but she wanted to spend as much time as she could with her dad.

When her dad came downstairs, Sally was pleased that his tackle box was closed. At least the smelly, wriggly, slimy worms would be under cover. When they reached aunt pam's fishing hole, Sally was surprised that it was a pretty clearing along the bank of a stream. It would be a great place for a picnic, but a horrible place for hooking worms.


"It's time to bait the hooks," dad said. Sally forced herself to look interested as her dad opened the tackle box. Inside the box were pretty lures in all kinds of colors with beads and feathery things attached. Sally's father noticed her surprise and relief. Her dad explained, "No serious fisherman uses worms anymore." Fishing was going to be fun after all, as long as Sally didn't have to clean any fish!

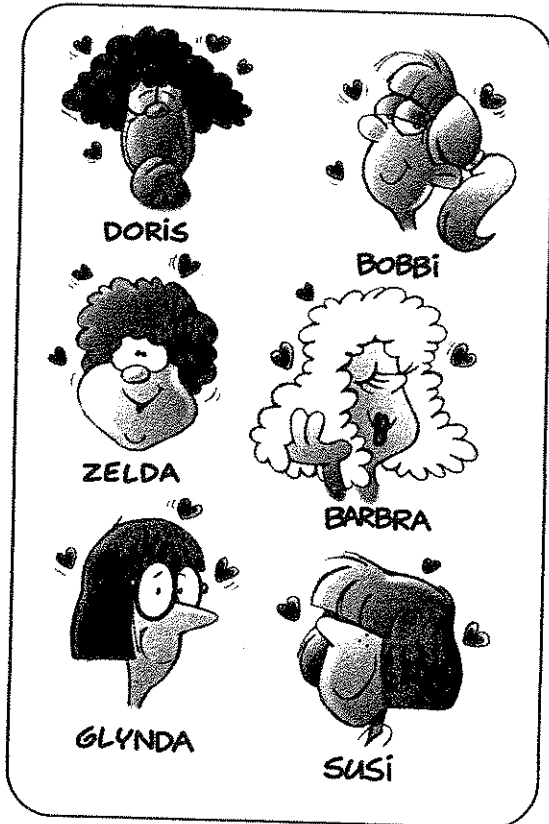
Capitals

Historic Periods and Special Events

Capitalize special events, calendar items, and historic events or periods. Don't capitalize the names of the four seasons or names of recent or current periods.

| | | | |
|----------------|---------|---------------|-------------|
| ➔ Thanksgiving | October | Tuesday | nuclear age |
| World War II | summer | Age of Reason | Bronze Age |

 Cross out each incorrect letter in this story. Write the correct lowercase or capital letter above it.



My Uncle Vinny isn't married, and my mom thinks that's a good thing. He never dates the same woman for very long. Last new year's day, he came over with a list of possible valentine's day presents for the woman he was seeing. Mom was not impressed. She told Uncle Vinny that anyone he was seeing in january would not be around in february. Uncle Vinny looked hurt. He said that sometimes he went out with the same woman for

more than two months. Just last year, he took the same woman to the fourth of july fireworks that he had taken to the memorial day picnic in may. My mom pointed out that he was with a different woman by labor day in september. Uncle Vinny says he's just a modern man who should have been born in the age of romance. Mom thinks the stone age might be more fitting.

Capitals

Groups of People

Capitalize the names of races or ethnic groups, religions, and nationalities.

➡ French American Methodist Greek Hispanic

Capitalize the names of businesses, agencies, organizations, cultures, and schools.

➡ Kodak Red Cross Quaker Longfellow School

Don't capitalize words like school, theater, temple, or church unless they're part of a specific name.

➡ Our school is hosting a dinner for San Jose School.



Cross out each incorrect letter in these sentences. Write the correct lowercase or capital letter above it.

Yesterday, we went to the International Food Fair at jackson high school. There was great food everywhere, and lots of it! Ben tried chinese pot stickers and vietnamese fish balls. Beth raved about amish dutch apple-crumb pie. Leon and Pat shared a greek gyro with a special sauce. Lavonne thought the mexican hot chocolate was the best she'd ever had. Matthew complained that all the food was gross, especially jamaican fried bananas. No one paid any attention to him, though, because he's such a picky eater.

I can't decide which food was my favorite. It sure wasn't the french snails with garlic! The hungarian goulash was pretty tasty, so I got the recipe for it. I guess the food I liked the best was japanese sushi. It was not only delicious, but also beautiful with many different colors and patterns. Actually, it was as much fun to watch the chefs make it as it was to eat it!

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Proofreading



Now it's time to practice all the things you've learned about using capital letters. Proofread this story. Correct any errors in capitalization.

if a situation wasn't life threatening, it wasn't interesting enough for
nick danger. "i like my situations hot," nick always said, "and my coca-cola®
cold."

once, nick was in the jungle by the sao francisco river in brazil.
he was traveling with native indian guides. the president of brazil was
depending on nick to bring him important information. nick and his guides
were traveling by boat through water thick with piranhas. Suddenly, the
boat struck a boulder. nick's indian guides figured they were goners. not
nick!

"grab the sides of the boat," nick shouted, "and hold them together!"
nick was no superman, but he did command his guides' respect. they obeyed
nick, now their fearless leader. they paddled to the shore before the boat
broke up.

the president of brazil had given him up for lost when nick arrived at
the meeting of the national congress. "sorry i'm late, folks," nick said, "but
my boat sprang a leak on the way over."