

## List 130. CAPITALIZATION GUIDELINES

Review these guidelines with your students and provide practice exercises for problem areas. Give "proofreading" assignments to help students become sensitive to the proper use of upper-case letters.

- Capitalize the pronoun I.  
*I often sleep late on weekends.*
- Capitalize the first word of any sentence.  
*Kittens are playful.*
- Capitalize the first word and all important words in titles of books, magazines, newspapers, stories, etc.  
*The Lion, the Witch, and the Wardrobe*
- Capitalize names of specific people, events, dates, and documents.  
*Eunice Jones, Toronto, Fourth of July, Thanksgiving, September, the Constitution*
- Capitalize the names of organizations and trade names.  
*Ford Motor Company, Tide detergent*
- Capitalize titles of respect.  
*Mr. Cox, Ms. Blake, Judge Rand*
- Capitalize names of races, languages, religions, and deity.  
*Caucasian, Spanish, Catholic, the Almighty, Jehovah*
- Capitalize the first word in a direct quotation.  
*Ann inquired, "Where is the suntan lotion?"*
- Capitalize abbreviations and acronyms, all or part.  
*U.S., UNESCO, CA, St., Mr.*