**Capitals**

**Capitals Guidelines**

4 pages long (ELC charges 10 cents/page for print jobs)

In this section the rules of capitalization are broken down into three units to make them easier to remember: (1) mechanics; (2) places, times, and kinds; and (3) government and social, publishing and personification.

Mechanics

1. Capitalize the first word of every sentence.

The amateur defeated the professional in the pro-am tournament.

2. Capitalize a word or the first word of a phrase that stands alone like a sentence.

Thanks.

Objection overruled.

3. Capitalize the first word of a direct quotation within a sentence (but not if the quotation is a fragment).

Kahlil Gibran said, “Let there be spaces in your togetherness.”

Kahlil Gibran says you must have “spaces in your togetherness.”

4. Capitalize the first word of each line of poetry (unless they aren’t capitalized in the original).

 The woods are lovely, dark and deep

But I have promises to keep,

And miles to go before I sleep.

-Robert Frost

But some poets prefer not to capitalize:

it’s just like a coffin’s

inside when you die,

pretentious and

 shiny and

not too wide

-e.e.cummings

5. Capitalize a common noun when it is used alone as a well-known short form of a specific proper name.

The Gulf (Gulf of Mexico

The Capitol (in Washington, D.C.)

6. Capitalize the interjection O and the pronoun I.

Come forward, O dear friends; I need your help.

7. Capitalize all proper nouns and adjectives.

Faculty Senate

Surry Community College

Louisville Country Club

Lookout Dam

But notice :

a college

an avenue

a dam

a democracy

8. Capitalize the first word and any nouns in the salutation of a letter.

Gentlemen

Dear Mr. Smith

My dear Gloria

But only the first word of the complimentary close is capitalized:

Very truly yours

Sincerely yours

9. Capitalize calendar designations.

Monday

August

Thanksgiving Day

But notice:

twentieth century

winter

10. Capitalize the abbreviations of many titles and degrees and some common one- or two-letter abbreviations.

James Alfred Draughn, Ph.D.

Theodore N. Swaim, Jr.

TV, CB, F (Fahrenheit)

11. Capitalize the numerals used to refer to organizations or to periods of time. Spell out numerals preceding a name. Often, numerals following a name are put in Roman numerals.

First World War

Second Army

World War II

Edward VII

Fifty-first Congress

12. Capitalize expressions of time such as A.M., P.M., A.D., and B.C. (Some writers prefer not to use capital letters for a.m. and p.m.)

55 B.C.

6:20 A.M.

Places, Times, and Kinds

13. Capitalize geographical terms.

Hudson River

Irish Sea

Pike’s Peak

Rocky Mountains

Lake Erie

But notice :

the Erie and Huron lakes

14. Capitalize descriptive terms used to designate a definite region or locality.

the North Atlantic States

the South

Eastern Hemisphere

the Promised Land

Directional parts of states are not capitalized, however.

eastern Kentucky

southern Idaho

Also, compass points are not capitalized when indicating direction.

The Smiths drove west for ten miles and then headed northwest for the next twenty-five miles.

15. Capitalize the names of specific streets, roads, highways, toll roads, etc.

Highway 66

Road 2249

West Virginia Turnpike

16. Capitalize proper names.

John Conklin

Spain

Paris

17. Capitalize the derivatives of proper names used with a proper meaning.

Miltonic style

Jeffersonian democracy

Spanish

Parisian

American

Words derived from proper names but that now have independent meanings are not capitalized.

china

pasteurize

bohemian

volt

18. Capitalize nouns of kinship when used as substitutes for proper names.

I would like to introduce you to Dad.

But do not capitalize nouns of kinship that are preceded by an article or a possessive.

She is my mother.

19. Capitalize a course of study only if the name of the subject is derived from a proper name or if you are referring to a specific course title.

French

German

Piaget’s Theory of Cognition

History 101

Shorthand II

But:

history

shorthand

20. Capitalize the word the only when it is part of an official name or title.

The Hague

The Tempest

But the word the is not generally capitalized in references to newspapers, magazines, vessels, and company names:

the Atlantic Monthly

the U.S.S. America

the Winston-Salem Journal

the Fuji Film Co.

21. Capitalize the scientific name of a genus but not the name of a species.

Acer saccharinum (genus and species)

22. Capitalize religious feast, festival, and fast days as well as historic events and eras.

Feast of the Passover

the Renaissance

Yom Kippur

Christmas Day

Battle of Salamis

Korean War

the Middle Ages

the Treaty of Versailles

23. Capitalize names for God or the Trinity, both nouns and adjectives, and pronouns referring to the Deity.

the Messiah

Our Father

His mercy

24. Capitalize words that refer to the Bible or other sacred writings.

Holy Bible

Genesis

Koran

25. Capitalize the titles of books, movies, magazines, and the like. Capitalize all words in the title except the, a, an and prepositions or connectives with fewer than five letters (in, at, on, for, of, with, and, or, if, but). Capitalize these only when they come first in the title.

Gone with the Wind

Welcome to the Monkey House

Popular Mechanics

**Capitals Grammar Module Activities**

1 page long (ELC charges 10 cents/page for print jobs)

Instructions: Read the Guidelines Sheet for Capitals before you complete the following activities. The Extended Learning Center provides all the videos and books you will need to complete these activities.

Tutoring: You may see a tutor for help with understanding any of the following activities.

Activities:

1. SkillsBank4: To enter the computer program at Lone Star College–Tomball, click the SkillsBank Icon. At Lone Star College–Willow Chase Center, click the “Start” button in the bottom left-hand corner of your screen. Select “Learning Assistance” and then “SkillsBank.” Log in to SkillsBank with your assigned user name and identification number. In SkillsBank, select “Language” from the column of subjects on the left of the screen and then “Capitalization” from the list of lesson topics across the top.

 Do Lessons 1 through 7

 Your scores will automatically be reported to your instructor, so you will not need to print out a record of your activities.

Grammar textbook work: Do not write in the textbooks. Either photocopy exercise pages from the text or complete assignments on your own paper (writing short answers whenever possible, rather than copying entire sentences).

2. The Little, Brown Handbook (8th edition): Read Chapter 33 (pages 534-540) and complete the exercises on pages 539-540.

3. Odyssey (3rd edition): Read pages 514-517 and complete Exercises 31.10 and 31.11.

4. Writer’s Choice: Read Chapter 20 (pages 693-707). Complete Exercises 4, 5, 9, and 13 on pages 699-705.

5. Worksheets: Complete Worksheets A50 and A51 (the next pages in this document). Use the answer keys, located in the Extended Learning Center, to check your work.

Turn in all work assigned by your instructor before taking the Capitals Test.

**Capitalization Practice Test**

(3 pages, 10¢/page for print jobs in ELC)

DIRECTIONS: In the following sentences, determine whether all the words in the sentence are capitalized properly. On the scantron mark your answers as follows:

“A” if all the words are capitalized properly

“B” if any of the words are capitalized improperly <![endif]>

1. Just the sound of the phone ringing caused the medic team to Spring into action.

2. "A ruptured bicep tendon," the doctor sighed, "is truly unfortunate."

3. News reports cautioned that the hurricane was moving straight towards Galveston island.

4. The climate of the Texas coast appeals to me.

5. The cross-country race began in florida and ended in oregon.

6. He traded in his harley-davidson motorcycle for a new yamaha.

7. The historical events of early nineteenth-century America were the focus of the author’s first work of historical fiction.

8. Hot dogs, hamburgers, and apple pie were the favorites at the family picnic held every year on labor day.

9. Visitors to the Continent of Africa must receive a series of immunizations in advance of their trip.

10. Texas is know for having many towns with very unusual names; The little towns of dimebox, cut ‘n shoot, and muleshoe surprise Texas visitors who haven’t been warned to expect such strangely named places.

11. If Florida residents are called “Floridians” and California residents are called “Californians,” why aren’t people from New York referred to as “New Yorkians”?

12. Our road trip took us through the midwest and up to the far northern corner of the country.

13. The name bitsy seems like an odd choice for a cow.

14. He never dreamed when he joined the U.S. Army that he would be in baghdad within six months.

15. Although Gramps would never buy anything but a ford, he had to admit that the chevy truck had a smooth ride.

16. I scheduled my math and science classes in the afternoons so that I could stay afterwards and see a tutor if I have problems.

17. There are three international students in my study group: a young russian woman, a thirty-something nigerian man, and a brazilian woman who talks about her grandchildren.

18. The child who cheats at monopoly becomes the adult who embezzles from his employer.

19. Moving from Colorado to Texas meant giving up winter sports.

20. After hearing the campfire stories about Bigfoot and Wolfman, the children were afraid to sleep in their tents.

Answer Key:

1. B

2. A

3. B

4. A

5. B

6. B

7. A

8. B

9. B

10. B

11. A

12. A

13. B

14. B

15. B

16. A

17. B

18. B

19. A

20. A