

Names

Follow these rules of capitalization:

- Capitalize proper nouns and proper adjectives used alone and in compound words. *Examples:* Africa, African, African-American

Do not capitalize prefixes such as *pre-*, *anti-*, and *sub-* when they are joined with proper nouns and adjectives. *Example:* anti-Communist

- Capitalize the names and initials of persons. *Example:* Ulysses S. Grant
- Capitalize the abbreviations *Jr.* and *Sr.*, which fall after a person's name.
- Capitalize titles and the abbreviations of titles used with personal names and in direct address. *Example:* Prof. Lopez; Can we interview you, Governor?

Do not capitalize a title when it follows a person's name or when it is used alone. *Example:* Kathryn Miller was mayor of Grandview.

Capitalize the following titles when they are used alone to refer to the current holders of the positions: the President, the Vice-President, the Queen, the Pope.

Do not capitalize the prefix *ex-*, the suffix *-elect*, or the words *former* or *late* when used with a title. *Example:* ex-Mayor Lopez

- Capitalize family names used before a proper noun or used in place of the name. *Example:* Uncle Jerry

Do not capitalize family names preceded by articles or possessive words. *Example:* my cousin

Capitalizing Names

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

1. One of the earliest american writers was the poet anne bradstreet, whose verses bore the stamp of her puritan philosophy. _____
2. She was the daughter of governor thomas dudley of Massachusetts. _____
3. Writer Washington Irving wrote about a most unusual character who slept for years—Rip Van Winkle. _____
4. We studied the works of many American writers with professor mary b. fisher, ph.d. _____
5. One of her favorite writers was ralph w. emerson, the New England essayist. _____
6. The professor asked the class to read letters written by president thomas jefferson, some to his daughter martha, whom he called patsy. _____
7. Poet henry w. longfellow tried to warn his countrymen about the horrors of war in his poem "The Arsenal at Springfield." _____
8. Recently, aunt janet, one of the professor's ex-students, said she enjoys the works of an american-born poet, t.s. eliot, who acquired british citizenship as an adult. _____

Names

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** on the line.

1. When I hurt my knee, dr. iswolsky prescribed an anti-inflammatory drug. _____
2. Because johannes brahms was pro-german, he based the text of his Requiem on excerpts from the german Bible rather than the latin Mass. _____
3. When are you due to address the committee, senator? _____
4. Writer kurt vonnegut, jr., suggests in his writing that humans should admit to their own foolishness and destructiveness. _____
5. I bought several yards of scottish wool for my grandmother. _____
6. The city council made the ex-governor an honorary Bostonian. _____
7. I plan to tour the museum with grandma switzer and cousin charlie. _____
8. Talk to one of the english professors about the syllabus for that course. _____
9. "When do you want me to pick you up, Mother?" asked Keri. _____
10. My father, uncle Jim, and dr. gill visited the site of king tut's tomb in Egypt. _____
11. Because he was raised in a greek-american community, the writer harry mark petrakis can interpret this ethnic immigrant group's experience in America. _____
12. I know Mrs. Stallings regretted losing her fine Austrian china. _____

B. Capitalizing Correctly

Underline each lowercase letter that should be capitalized in the following paragraph.

(1) Alfred Lord Tennyson was an english poet who lived in the 19th century. (2) He grew up in Lincolnshire, England, where he was educated by his father, dr. george clayton tennyson. (3) Alfred Tennyson became interested in poetry as a child and published some of his early works with his brother Charles. (4) During college, tennyson joined a spanish revolutionary army. (5) Although he published poems on a variety of subjects, much of his work was based on arthurian legend. (6) After publishing many successful poems, tennyson was named poet laureate of Britain, succeeding william wordsworth. (7) One of tennyson's most famous poems, "The Charge of the Light Brigade," was written to celebrate a famous british cavalry unit. (8) Near the end of his life he gained a seat in the House of Lords and was called baron tennyson.

Names

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. Draw a slash across any letter that is capitalized when it should be lowercase.

EXAMPLE robert frost was an american Poet .

Robert frost was born in San Francisco, California, but moved to Lawrence, Massachusetts, with his Mother after the death of his Father. He did not have much success with his poetry until he moved to England, where he was able to improve his writing with the aid of the established poets, william butler yeats, and ezra pound. He then published two volumes of poetry and returned to the United States, where he immediately became a popular Poet. Frost's work showed a plain and graceful style, easily accessible to the american public. His fame became more widespread when he accepted an invitation by president-elect john f. kennedy to read a poem at his inauguration. Much of frost's poetry, written in blank verse, celebrates the beauty of New England farm life.

B. Writing with Capital Letters

Write a brief, imaginary television news "teaser"—a quick preview of stories that will be reported on fully during a later news program. Include at least five names, using the guidelines described in this lesson. Include at least one proper noun, one proper adjective, one name with Jr. or Sr., and the name and title of a government official.

Other Names and Places

Teaching

Follow these rules of capitalization:

- Capitalize the names of ethnic groups, races, languages, and nationalities, as well as adjectives formed from these names. *Example:* Chinese
- Capitalize all names referring to religions and their followers, sacred days and writings, and deities. *Examples:* Lutheran; Rosh Hashanah; Koran; Aton
Do not capitalize the words *god* and *goddess* in reference to ancient mythology.
- Capitalize the names of specific places, such as cities or states (Detroit, Michigan), regions (the Midwest), countries (Canada), parts of the world (Europe), land features (the Alps), bodies of water (the Mediterranean Sea), and streets and highways (Main Street, Eisenhower Expressway).
Do not capitalize words that refer to directions of the compass. *Example:* Drive east for five miles.
- Capitalize the names of historical events (World War II); historical periods (Reconstruction); and calendar items, such as days, months, and holidays (Thanksgiving Day).

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. Each year, more than 18 million tourists visit washington, D.C. _____
2. The district of columbia, another name for the city, is located at the junction of two rivers, the potomac and the anacostia. _____
3. Both virginia, which is southwest of D.C., and maryland, which is north, east, and southeast of the city, gave up land in order to form the capital city. _____
4. Pierre Charles L'Enfant, a french architect, designed the city in a very orderly way. _____
5. The numbered streets run north to south and the lettered streets run east to west. _____
6. The diagonal avenues, such as Massachusetts avenue and pennsylvania avenue, are named after states that played prominent roles in early american history. _____
7. All presidents but George Washington have lived in the White House, which was burned by the british during the war of 1812. _____
8. Special tours of the White House gardens are offered in april and october. _____
9. Union Station is a transportation hub that also has a large food court with restaurants boasting chinese, italian, Greek, and japanese cuisine. _____
10. The many famous churches in the city include the National Cathedral, which is episcopalian, and the National Shrine of the Immaculate Conception, which is roman catholic. _____
11. Washington, D.C., is a great place to be for the fourth of july, when it hosts a grand fireworks display. _____

Other Names and Places

More Practice

A. Capitalizing Names and Places

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

1. Humans are always searching for answers to the mysteries of the universe; those who follow islam look to the sacred book, the koran, written in arabic.
2. To christians, the bible is god's word; to hindus, the veda is sacred.
3. The talmud is the authoritative body of jewish tradition.
4. Some peoples in south america, europe, and africa searched the sky for answers.
5. The ancient maya, who lived in mexico, were excellent astonomers.
6. When astronomers in ancient egypt and greece began to study the skies of the northern hemisphere, they divided distinct groups of stars into constellations.
7. Ancient european and african astronomers looked up into the skies over the mediterranean sea and wondered how everything came to be.
8. People from all over the world brought their curiosity about life and the universe with them to north america.
9. The united states began serious space exploration when it launched its first satellite from cape canaveral.
10. From the east coast to the west coast, americans became fascinated by the possibility of space travel and the knowledge it would bring them.
11. Cape canaveral is located in the south, on the east-central coast of florida, ten miles north of cocoa beach.
12. The russians had launched a similar satellite at an earlier date, much to the dismay of americans, who had planned on being the first in space.
13. When President John Kennedy moved to pennsylvania avenue in washington, D.C., he vowed that the united states would have a man on the moon soon.
14. A new era, the space age, promised new ways to answer the ancient questions.

B. Capitalizing Names of Places in a Paragraph

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

Paris, france, is one of the largest cities in europe. It was first called Lutetia, but when the romans gained control, they renamed it civitas parisorum. The seine river runs through the city and divides in into the left bank and the right bank. Paris is a relatively flat city, and its highest point, montmartre, is only 423 feet above sea level. The French national holiday is july 14th, bastille day. The champs élysées, a famous parisian street, is known for its multitude of expensive shops and restaurants. One of the best known gothic cathedrals, the catholic Cathedral of Notre Dame, is located on an island in the seine.

Other Names and Places

Application

A. Proofreading for Capital Letters

Read the following advertisement for a tour to a vacation spot. Draw three lines under any letters that should be capitalized but are not. Draw a slash across any letter that is capitalized incorrectly.

EXAMPLE Someday I would like to travel to europe and see the great Churches and other historic buildings there.

Euro Travel has just announced a 14-day tour of the benelux nations, including Luxembourg City, bruges, and amsterdam. On monday you start in luxembourg city, where you can enjoy european charm at its best. The city's population is less than 100,000 and almost all residents speak Letzeburgesch (a germanic language), french, german, and usually English. The city boasts an old medieval section situated on a high plateau, the bock peninsula, which overlooks the neighboring alzette valley. The city's 16th-century Grand Ducal Palace is not to be missed. Next, on to bruges, one of the best-preserved Medieval Cities in europe. It features more than 50 bridges arching over its canals. You will enjoy a splendid tour of the belgian city, including its marketplace. Last, you will visit amsterdam, a city in Northeast netherlands, where you will take a boat tour over some of the 50 miles of canals. In addition, you will have a chance to visit the Rijksmuseum in Amsterdam and see its world-famous collections of dutch and flemish paintings.

B. Capitalizing Names of Places

On the lines, write a specific and detailed description of where you live, including your street address, city, county, state, region of the country, country, continent, hemisphere, planet, star system, and galaxy.

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Organizations & Other Subjects*Teaching*

Follow these rules of capitalization:

- Capitalize all important words in the names of organizations, including teams and businesses, and including schools, hospitals, and institutions; government bodies, and political parties. *Examples:* Hilldale Chamber of Commerce, Control Corporation, Parkdale Hospital, Congress, Democratic Party
- Capitalize names of stars, planets, galaxies, constellations, and other heavenly bodies. *Examples:* Sirius, Neptune, Milky Way, Orion (but not sun and moon)
Capitalize earth only when it is used with other capitalized astronomical terms. Do not capitalize *earth* when it is preceded by the article *the*.
- Capitalize names of specific ships, trains, airplanes, and spacecraft. *Example:* *Half Moon*
- Capitalize names of monuments, memorials, and other landmarks. *Example:* Washington Monument
- Capitalize names of school subjects when they refer to specific courses. Do not capitalize the general names of school subjects, except language courses.
Examples: Biology 2, French, history
Capitalize the words *freshman*, *sophomore*, *junior*, and *senior* only when they are part of a proper noun. *Example:* Senior Awards Assembly
- Capitalize the names of awards, special events, and brand names. *Examples:* Medal of Honor, Founder's Celebration, Tasty Tidbits

Identifying Correct Capitalization

Underline the words or letters that should be capitals in each of the following sentences.

1. The vietnam veterans memorial attracted more visitors than any other memorial in the city.
2. All of the freshmen are required to go to freshman orientation on the first day of school.
3. The video awards honor the best music videos of the year.
4. The symbol of the democratic party is the donkey, while the republican party's symbol is the elephant.
5. Incoming students must take history, english I, math, and french or spanish.
6. Charles Lindbergh flew the *spirit of st. louis* on the first solo nonstop flight across the Atlantic Ocean.
7. At least one satellite orbits every planet except mercury and venus.
8. Every January the president addresses congress in the state of the union address.
9. Many tourists visit Boston to see fanueil hall, old north church, and fenway park.
10. The north atlantic treaty organization has its headquarters in Brussels.
11. The international red cross aids victims of emergencies all over the earth.
12. On April 14, 1912, the *titanic* struck an iceberg and sank on its maiden voyage.
13. Rings encircle the planets saturn, neptune, and uranus.
14. The world cup, the soccer championship game, holds tournaments for both women's and men's teams.

Organizations & Other Subjects

More Practice

A. Capitalizing Names of Organizations and Other Subjects

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

1. An interesting field trip supplemented american architecture I for us.
2. The freshman class visited a home built before the american revolution.
3. I photographed George Washington's Mount Vernon with my greatshot camera.
4. In 1853 the mount vernon ladies' association purchased Mount Vernon and repaired it.
5. That same spring day we also visited Monticello, the home of Thomas Jefferson, a leader in the democratic-republican party.
6. We heard about events during his administration, for example, the maiden voyage of Robert Fulton's steamship, the *clermont*.
7. Later we visited the university of virginia, founded by Jefferson.
8. Our guide was a senior and a member of the daughters of the american revolution.
9. She told us about Jefferson's many accomplishments, some of which were so notable that he would have been worthy of the nobel prize.

B. Capitalizing Correctly

Underline the words in each sentence that should be capitalized. Then write them correctly on the corresponding lines below. If a sentence is capitalized correctly, write **Correct**.

- (1) Starting this fall, all freshman and sophomores can now enroll in astronomy 101, one of the winners of the annual students' choice award.
- (2) The course will begin by looking at the circumstances surrounding the founding of the National aeronautics and Space administration in 1958.
- (3) Since nasa and much of its funding rely on the consent of congress, we will examine this relationship and its impact on the space program. (4) We will study in detail the beginnings of space exploration, starting with the launch of *sputnik 1* in 1957 by the Soviet Union. (5) We will then examine the space race that culminated in the United States landing *apollo 11* on the moon in 1969.
- (6) We'll look at recent efforts such as the unmanned spacecraft *galileo*, which sent back photographs and information when it orbited earth, venus, and jupiter. (7) The course will end with student presentations about the Russian space station *mir* and the international space station. (8) Selected students will have the honor of presenting their work at the Astronomy Department's forum called space exploration in the future.
- (9) This course is a prerequisite for all further classes in astronomy.

- | | |
|----------|----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | |

Lesson 3

Organizations & Other Subjects

Application

A. Proofreading for Capitalization Errors

Read the following speech given at a university awards ceremony. Draw three lines under any letters that should be capitalized but are not. Draw a slash across any letter that is capitalized in error.

EXAMPLE Our Ørganization welcomes you all to the brooks auditorium today.

The board of citizens in space is pleased to announce the recipient of the great leap in space award—Dr. Annamaria Sandal. Dr. Sandal, who holds a Ph.D. from stanford university, is currently the president of venus international corporation. Prior to her work at VIC, she worked for the department of state. The Scientific Programs run by Dr. Sandal have done much to advance the cause of safe space exploration for ordinary citizens. In fact, VIC has collaborated with us on our Mission to one day see a civilian on the moon, or even mars. Dr. Sandal also teaches a course to Senior Astronomy and Physics majors at massachusetts institute of technology. We are pleased to present this award, modeled after the Space Shuttle *atlantis*, to the worthy Dr. Annamaria Sandal.

B. Using Capitalization in Writing

Try to imagine your future—the college or university you might attend and the courses you might take there. Then imagine the organization or business you might work for and the political party to which you might belong and why. Consider the places you might visit and the landmarks you want to see someday. Finally, think of any awards you could earn in your lifetime. Write a paragraph in which you describe your possible future. Be sure to use capital letters correctly in your paragraph. Include the following names:

- a college or university
- a landmark or a monument
- a business or institution
- an award
- a political party

First Words and Titles

Teaching

Follow these rules of capitalization:

- Capitalize the first words of sentences and of lines of traditional poetry.
- Capitalize the first word of a direct quotation, if it is a complete sentence. Do not capitalize a direct quotation if it is a sentence fragment.
- Capitalize the first word of each item in an outline and the letters that introduce major subsections.
- Capitalize the pronoun *I*.
- Capitalize the first, last, and all other important words in titles, including verbs; but not conjunctions, articles, or prepositions with fewer than five letters.

Capitalizing First Words and Titles

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

1. my favorite Shakespeare comedy is *the taming of the shrew*. _____
2. "your statement about me was inaccurate," fumed the candidate, "so i demand a retraction." _____
3. Tim replied, "the photograph was taken at dusk." _____
4. i decided to outline my speech on El Salvador in this way:
 - I. historical introduction from colonization through present
 - II. the people
 - a. population and ancestry
 - b. housing

5. i like the line from Whittier's "snowbound": "so all night long the storm roared on." _____
6. in 1939 Moss Hart and George F. Kaufman wrote the witty comedy *the man who came to dinner*. _____
7. listen, my children, and you shall hear of the midnight ride of Paul Revere, Henry W. Longfellow, "Paul Revere's Ride" _____
8. have you ever read James Michener's *tales of the south pacific*? _____
9. the principal announced, "the assembly will be held in the new auditorium." _____
10. "at this time of year," the meteorologist explained, "we lose about three minutes of daylight every day." _____
11. the congressman referred to today's incident as "an issue of the utmost importance for national security." _____
12. "it's such a beautiful day," said Andy. "let's go for a walk." _____

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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. When i get older, i want to become a veterinarian. _____
2. this summer the assigned reading is *the age of innocence*, by Edith Wharton. _____
3. The film critic said the new movie was "a suspenseful thriller." _____
4. while i nodded, nearly napping, suddenly there came a tapping, as of some one gently rapping, rapping at my chamber door.
Edgar Allan Poe, "The Raven" _____
5. Abigail asked, "are there any sharks at this aquarium?" _____
6. One of the most popular books ever written is *great expectations*. _____
7. "admittedly, the future holds potential dangers," said the candidate, "but it also holds great promise." _____
8. our team was losing the game until i hit the home run. _____
9. "The vacation," Malik said, "was the best i ever had." _____
10. I celebrate myself, and sing myself,
and what I assume you shall assume,
for every atom belonging to me as good belongs to you.
Walt Whitman, "Song of Myself" _____
11. Almost everyone knows of the play *our town*. _____
12. last night, Gavin and i rented a video. _____

B. Capitalizing First Words in Outlines

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

Ukraine

- I. location
- II. climate facts
 - a. average temperature in summer
 - b. average temperature in winter
 - c. average annual precipitation
- III. the people

First Words and Titles

Application

A. Writing a Conversation

Continue this conversation by two people leaving a theater after a play. Include at least four titles, as the speakers compare this play and its actors to other plays or movies they have seen. Be sure to capitalize the quotations and titles correctly.

"I can see why the critics praised this movie. The review I read compared it to *Macbeth*, but updated," said Beth.

"I thought the film was okay, but I've seen better," replied Martin.

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.

Harry Truman had an active life before entering the realm of politics. Truman grew up in Independence, Missouri, where he was an avid reader and piano player. He was a farmer until the outbreak of World War I, during which he became a 2nd Lieutenant. After the war, he opened a men's clothing store and became involved in a few other unsuccessful business ventures:

For two years Truman was a Jackson County judge and then held two four-year terms as the presiding county judge. Afterwards, he won a seat in the United States Senate, where he led a committee to end waste and fraud in the defense programs. In 1944 he was nominated as Franklin Delano Roosevelt's vice-president and succeeded to the presidency himself upon Roosevelt's death in 1945.

The Life of Harry Truman

Abbreviations

Teaching

Follow these rules of capitalization for abbreviation:

- Capitalize abbreviations of the names of cities, states, countries, and other places. *Examples:* L.A. (Los Angeles); TX (Texas), UAE (United Arab Emirates) (Do not use a state abbreviation in formal writing—use only in an address or reference).
- Capitalize abbreviations related to time. *Examples:* B.C., A.D., A.M., P.M.
- Capitalize abbreviations of organizations and agencies. (These abbreviations usually do not take periods.) *Examples:* NCAA (National Collegiate Athletic Association)

Capitalizing Abbreviations

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

1. Tonight at 6 P.M., the New York City news will have special coverage of the nyc elections.
2. The new series on ancient Egypt begins with a study of the Pyramid of Khafre, built around 2530 b.c.
3. The season finale of my favorite comedy begins at 9 P.M.
4. The financial coverage on the news network uscn will feature an analysis of the euro in the EU (European Union).
5. Between 7 a.m. and 9 a.m., the news channel displays the weather forecast every 20 minutes.
6. The new president of the naacp is a guest on a talk show tonight.
7. My soccer coach actually played in a soccer game between the UK and France.
8. The traditional abbreviation for Florida is Fla. , but the postal abbreviation is fl.
9. The match sponsored by the Clearview Wrestling Association (cwa) should be over by 11 P.M.
10. The reporter is standing in the Roman Colosseum, built in a.d. 80.
11. Her address is 123 Maple St., Boston, ma, 02116.
12. In preparation for the tax season, a representative from the irs will appear on the morning talk show to answer questions.

Abbreviations

More Practice

A. Capitalizing Abbreviations

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

1. If I send this letter to Grand Canyon, az, will it get to the national park there? _____
2. The Environmental Protection Agency is more commonly referred to as the epa. _____
3. Charlemagne became emperor of the Romans in a.d. 800. _____
4. Hawaii, the last state to be admitted to the United States, uses hi as its postal code. _____
5. The cia is part of a larger intelligence community in the United States. _____
6. The Zhou dynasty ruled China from the 11th to the 3rd century b.c. _____
7. The only part of the address I remember is Boise, ID. _____
8. All 35 nations in the Western Hemisphere, but one, are members of the oas, the Organization of American States. _____
9. Octavian, later known as Augustus, was emperor of the Roman empire from 29 b.c. to a.d. 14. _____
10. If it is 2:00 p.m. on the East Coast, it is 11:00 a.m. on the West Coast. _____
11. Betty Friedan was the first president of NOW, the National Organization for Women, which was founded in 1966. _____

B. Capitalizing Correctly

Underline each lowercase letter that should be capitalized in the following paragraph.

(1) This week marks the start of two new compelling television series. (2) On Tuesday at 8:00 p.m., the new series on great moments in sports will debut. (3) Each week, the show will highlight different sports arenas, starting with stadiums in nyc. (4) A new series about women in power premieres on Thursday at 9:00 p.m. and will be repeated Friday at 11:30 a.m. (5) The first show features Cleopatra, the last ruler in the Ptolemaic dynasty, who ruled till 30 b.c. (6) The dynasty was founded in 323 b.c. by Ptolemy, one of Alexander the Great's generals. (7) The next episode will feature Catherine the Great of Russia, who ruled Russia from a.d. 1762 to 1796.

Abbreviations

Application

A. Proofreading

The following paragraph is a draft of a news report for a television news anchor. Not all of the abbreviations have been written correctly, making it difficult for the anchor to read the report smoothly. Proofread the report, looking especially for errors in the capitalization of abbreviations: Draw three lines under each letter that should be capitalized.

EXAMPLE A meeting beginning at 9:00 a.m. tomorrow is of interest to people around the world.

This week the North Atlantic Treaty Organization is having a summit in Washington, d.c. Leaders from the member nations will be meeting at 9:00 a.m. tomorrow. The conference is not scheduled to end until 5:30 p.m. on Friday. The heads of state will gather at the White House to have their picture taken following an exclusive interview this afternoon. The Department of State will be host to a special gathering of the foreign ministers. For the new Secretary of State, this will be her first major discussion at the dos. This important nato summit is taking place only a week before the United Nations assembly in New York. The meeting was scheduled so that the heads of state could go directly to the un to discuss the current state of the European Union. The eu held important consultations earlier this month in preparation for the Un speeches. Washington, D.c. and ny will be bustling with political activity in the following weeks.

B. Writing with Capital Letters

Make up the name of a fictional school organization and abbreviate it. Then write the secretary's report for a meeting of that organization. The group has been working on several projects with other organizations in different cities, states, and even countries. The report lists times and places of meetings and functions. Use at least five abbreviations in your report. Use a separate piece of paper, if necessary.
