

Names

Reteaching

Follow these rules of capitalization:

- Capitalize proper nouns and proper adjectives used alone and in compound words. *Examples: Asia, Asian, Asian-American*
Do not capitalize prefixes such as *pre-*, *non-*, *anti-*, and *sub-* when they are joined with proper nouns and adjectives. *Example: sub-Saharan*
- Capitalize names and initials of persons. *Example: Susan B. Anthony*
- 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: Gen. Grant; What is your opinion, Mayor?*
Do not capitalize a title when it follows a person's name or when it is used alone. *Example: Barbara Anderson, professor of computer science, will speak.*
- Capitalize abbreviations of titles when they follow names. *Example: Lee Ames, Ph. D.*
Do not capitalize the prefix *ex-*, the suffix *-elect*, or the words *former* or *late* when used with a title. *Example: ex-Governor Williams*
- Capitalize words indicating family relationships only when they are used as parts of names or in direct address. *Example: Aunt Irene*
Do not capitalize family names preceded by articles or possessive words. *Example: my uncle*

Capitalizing Names

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

1. I am researching martin luther king, jr., for my history project. _____
2. Jim thorpe, an all-american football player and winner of two Olympic gold medals, was a native american of the sac-fox tribe. _____
3. Speaking russian fluently, the secretary of state greeted the russian diplomat. _____
4. The english courtier, navigator, and historian sir walter raleigh was an example of gallantry for people around the world. _____
5. The initials in writer s. n. behrman's name stand for samuel nathaniel. _____
6. Our family gathering at Thanksgiving includes grandma and grandpa Castillo, aunt dorothy, and uncle ted. _____
7. Governor-elect Richards is conferring with her most trusted associate, G. R. Trenton. _____
8. czech dramatist karel capek introduced the word *robot* to the english language. _____
9. My cousin Jeannie is proud of the italian-made shoes and the french perfume she purchased on a trip to Europe. _____
10. What has the space probe into the Venusian atmosphere uncovered, Professor? _____

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**.

1. Luis j. castaneda, jr. was chosen by fellow latin-americans for an award. _____
2. My grandmother found the thai herbs and spices she wanted at the asian food store. _____
3. The pre-Raphaelite painters were actually English and lived many years after the Italian painter Raphael's death. _____
4. The noted explorer adm. Richard e. byrd made several trips to Antarctica. _____
5. May we have your comments, governor, on the new tax bill just passed by the Senate? _____
6. Lisa wilcox, d.d.s., director of the dental clinic, has written a comprehensive book on orthodontics. _____
7. At state university the new library will be named in honor of the late dean pitt. _____
8. Mother and Father invited Aunt Beth and Uncle Tim to their condominium in Myrtle Beach. _____
9. When she traveled to Washington, d.c., grandmother taylor visited the Smithsonian's air and space museum. _____
10. Our librarian, Ms. Steele, read several selections by Robert W. Service, a poet who often wrote about the Yukon. _____

B. Capitalizing Correctly

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

(1) The first group to reach the South Pole was led by a norwegian explorer, roald amundsen. (2) amundsen was born in 1872 near oslo, norway. (3) He briefly thought of becoming a doctor, but soon became more interested in exploration, especially in the arctic and antarctic regions. (4) In 1898, he overwintered in antarctic waters aboard the ship *Belgica*, the first ship to do so. (5) In January, 1911, amundsen and his party landed at the eastern edge of the Ross Ice Shelf. (6) He and his crew found themselves in competition with an english expedition to the South Pole led by robert f. scott. (7) The following spring amundsen's crew began their overland journey at the scheduled time, while scott's expedition was unable to get underway because of bad weather. (8) amundsen's party reached the South Pole on December 14, leaving a tent and a norwegian flag as proof of their achievement. (9) Tragically, scott's party, after reaching the South Pole, all died on their way back to base camp.

Other Names and Places

Reteaching

Follow these rules of capitalization:

- Capitalize the names of ethnic groups, races, languages, and nationalities, as well as adjectives formed from these names. *Examples:* Peruvian, Navajo
- Capitalize all names referring to religions and their followers, sacred days and writings, and deities. *Examples:* Catholic; Yom Kippur; Islam

Do not capitalize the words *god* and *goddess* in reference to ancient mythology.

- Capitalize the names of specific places, such as cities or states (Phoenix, Arizona); regions (the West); countries (England); parts of the world (Africa); land features (the Rockies); bodies of water (the Black Sea); and streets and highways (Division Street, Route 66).

Do not capitalize words that refer to locations and general directions of the compass. *Example:* I live six miles west of downtown.

- Capitalize the names of historical events (French and Indian War); historical periods (Enlightenment); and calendar items, such as days, months, and holidays. Do not capitalize the names of the seasons.

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. Giotto, an Italian artist of the renaissance, painted religious frescoes. _____
2. To commemorate the end of the civil war, Congress set aside a special holiday called the day of rejoicing. _____
3. The most recent of the ice ages occurred during the period known as the pleistocene epoch. _____
4. In the civil war, the battles of bull run were fought on july 21, 1861, and august 29-30, 1862, near the town of manassas in virginia. _____
5. Tony's great-grandfather often talks about the hardships of life during the Great Depression of the 1930s. _____
6. Before driving on to the states of the west last summer, the Kirks followed the mississippi river south. _____
7. During world war II, Eddie Rickenbacker was forced down in the pacific ocean about 600 miles north of the island of samoa, but he was eventually rescued. _____
8. On a trip to germany, Marvin took a boat trip on the rhine river and spent a week in bavaria, going by cable car to germany's highest mountain, the zugspitze. _____
9. venus was the roman goddess of love and mars was the god of war. _____
10. What do you know about the followers of Hinduism and Islam? _____

Other Names and Places

More Practice

A. Capitalizing Names and Places

Underline the words that should be capitalized in each of the following sentences. If the sentence is capitalized correctly, write *correct* in the margin.

1. In Greek mythology the gods and goddesses have supernatural powers but possess human qualities as well.
2. Greek myths had their origin in the stories of the ancient mycenaean and dorian civilizations.
3. To explain the source of evil in the world, the greeks invented the myth of Pandora's box.
4. The rising and setting of the sun was interpreted as the god helios driving his chariot across the sky from east to west.
5. Poseidon was known as the Ruler of the Sea (the mediterranean sea).
6. The god zeus cast lightning bolts on his enemies from his palace on mount olympus in northern greece.
7. Both the ancient greeks and the maoris of new zealand related similar stories of the separation of the earth and sky.
8. Some Greek gods and goddesses were associated with certain cities; thus, the people of delphi worshipped apollo, while the citizens of athens adored athena.
9. When was the fabled Golden Age of Greek culture?
10. Every five years a great fall festival was held in september to honor the goddess of corn, demeter.

B. Capitalizing Names of Places in a Paragraph

Draw three lines under each letter that should be capitalized in the following paragraph.

Istanbul is turkey's largest city and the only major metropolis to lie on two continents. The bosporus strait, which connects the black sea and the sea of marmara, divides istanbul. Thus, part of the city is in asia and part is in europe. Istanbul, formerly known as constantinople, is an old city. From the fourth to the 15th century, it served as the capital of the byzantine empire. It then became the seat of the ottoman empire until the early 20th century. Tourists enjoy visiting the enormous covered bazaar and topkapi palace, a museum which was once the home of turkish sultans. Famous religious buildings include the islamic sultan ahmet mosque and the impressive christian cathedral, hagia sophia, built by emperor justinian in the sixth century.

Other Names and Places

Application

A. Proofreading for Capital Letters

Read the following advertisement for a tour that includes these centers of religion: Rome and Jerusalem. Draw three lines under any letters that should be capitalized but are not. Draw a slash across any letter that is capitalized incorrectly.

EXAMPLE Imagine the *Trip* of a lifetime to sites of religious significance in europe and asia.

Join Spirit Tours for 14 days of unforgettable experiences in rome and jerusalem. We arrive in rome on sunday, just in time to visit the world's largest christian Church, the Basilica of Saint Peter. While in vatican city we will tour the magnificent Sistine Chapel and view the ceiling paintings by that renowned renaissance artist, michelangelo. We'll have time to shop on that bustling street, the via veneto, and to sample sumptuous italian cuisine at the many fine restaurants near the tiber river. On friday we jet East to jerusalem, just in time for the muslim sabbath. We will visit the holiest muslim shrine, the Dome of the Rock. Nearby we will see the ancient Wailing Wall, sacred to the jews as the only remnant of the temple built by solomon. Later we will tour other sites revered by christians.

B. Capitalizing Names of Places

You probably know a great deal about your neighborhood and city. You know where stores, places of worship, restaurants, and other attractions are located. Pretend you are introducing a stranger to your city. Write a description of a few of the places that he or she should not miss. Include general directions about how to get to each location.

Organizations and Other Subjects**Reteaching**

Use capital letters for the following:

- All important words in the names of organizations, businesses, teams, institutions, government bodies, and political parties. *Examples:* Woodview City Council, Justrite Corporation, Springdale Hospital, Congress, Democratic Party
Don't capitalize words such as *democratic, republican, socialist, or communist* when they refer to principles or forms of government.
- Names of stars, planets, galaxies, constellations, and other specific objects in the universe. *Examples:* Ursa Major, Pluto, Milky Way (but not sun and moon)
Do not capitalize *earth* when it is preceded by the article *the*.
- Names of specific ships, trains, airplanes, cars, and spacecraft. *Example:* *Voyager II*
- Names of monuments, memorials, and other landmarks. *Example:* Lincoln Memorial
- Names of school subjects only when they refer to specific courses. Capitalize proper nouns and adjectives that are part of these names. *Examples:* Medieval Poetry I, gym, drafting
- Capitalize the words *freshman, sophomore, junior, and senior* only when they are part of a proper noun. *Example:* Senior Prom
- Capitalize the names of awards, special events, and brand names. Do not capitalize a common noun following a brand name. *Examples:* Centennial Celebration, Super Soy hot dogs

Identifying Correct Capitalization

Underline the words or letters that should be capitals in each of the following sentences. (One sentence is already capitalized correctly.)

1. Jack plans to take four summer courses: latin, music 201, english, and math.
2. The earth has one satellite, the moon; but mars has two, phobos and deimos.
3. Our new cologne, enigma, should be available to consumers by this fall.
4. All seniors will meet on Friday to learn more about the carlin award.
5. The north star, also called polaris, is visible over the northern hemisphere.
6. In 1973, the U.S. *mariner ix* became the first spacecraft to orbit mars; in 1974, the *mariner x* became the first spacecraft to fly past two planets—venus and mercury.
7. The height of luxury would be to travel by rail on the *orient express* and later to sail on a cruise ship such as the *stella polaris*.
8. The better business bureau sent notices to entrepreneurs inviting them to attend the small business seminar next week.
9. Many juniors participated in the mentoring program co-sponsored by acme computer company and the department of education.
10. Generous benefactors of children's hospital held a large fundraising party at the erie monument to raise money for a new solarium.
11. The legislation easily passed in the senate since members of both the republican party and the democratic party voted for it.
12. Many communist governments fell from power in the 1990s and were replaced by new leadership eager to try a more democratic form of government.

Organizations and Other Subjects

More Practice

A. Capitalizing Names of Organizations and Other Subjects

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

1. To promote our interest in physics II, our teacher provides varied experiences.
2. At the glenn research center, we learned how scientists work on problems relating to flight in the earth's atmosphere and in outer space.
3. We saw a photo of the 1994 collision between the comet shoemaker-levy 9 and jupiter, taken by the Hubble Space Telescope.
4. At the cuyahoga county office building, we examined data on structural damage to bridges caused by corrosion.
5. Then we visited the hope memorial bridge to see the preventive measures the county government had taken.
6. Our next stop was techno industries, the winner of the prestigious stein award for excellence in polymer research.
7. Their product, polycon, is used by such companies as globalwise airlines and transcontinental shipping.
8. Most of the seniors will be attending the national physics exhibition in the spring, which, we hope, will not be held at the same time as senior recognition week.

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) All juniors and seniors may take a new course, comparative government 301, beginning second semester. (2) Institutions such as parliament, congress, and the supreme court will be studied in depth. (3) The role of political parties, especially the American democratic party and republican party, will be analyzed. (4) We will study the relationship of government to world organizations, such as the united nations and the world bank. (5) Then we will explore the interaction of government with national and international businesses, particularly micromarvelous computer company, intershipping corporation, and others. (6) The course will conclude with a weeklong trip to Washington, D.C., during which we will visit such democratic shrines as the Washington Monument. (7) One full day will be spent at senate and house debates and hearings. (8) Our visit will conclude with our attendance at the presidential awards ceremony at the white house.

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

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. Una just finished reading Hofstadter's book *anti-intellectualism in american life*.
2. success is counted sweetest
by those who ne'er succeed.
—Emily Dickinson
3. did you read the syndicated column called "one woman's opinion"?
4. According to the Bible, money is the "root of all evil."
5. dear ms. Rogers:
Tonight's meeting will be at 6:00.
yours truly,
Helen Sims
6. "have you read *frost in may*?" asked Laurie. "it's a wonderful book."
7. Dad reads two newspapers each morning, the *bellville herald* and the local paper.
8. she is using *re-creating the past* as one of the sources for her history term paper.
9. I really enjoyed Rachel Carson's *The Sea Around Us*.
10. "This sandwich is very tasty," said Sally. "however, I'm not really hungry."
11. One of Gilbert and Sullivan's more popular operettas is *the pirates of penzance*.
12. In Eugene O'Neil's play *days without end*, two actors portray different aspects of a character's personality.

B. Capitalizing Words in Outlines

Triple underline each letter that should be capitalized in the following outline.

Selected Works of William Shakespeare

- I. first period of Shakespeare's plays
 - a. *the comedy of errors*
 - b. *king john*
- II. second period of Shakespeare's plays
 - a. *julius caesar*
 - b. *love's labours lost*

First Words and Titles

Application

A. Writing a Conversation

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

"I hope nobody can tell I was crying at the end of that play," Gayle said. "I was hoping that the main characters would reunite finally."

"I've got to admit, it was pretty sad," replied Alice. "But at the same time, it was too sentimental for me. I prefer plays with more humor and realism."

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.

William Shakespeare's career as a playwright is sometimes divided into three distinct periods. During the first period (1590-1594), his plays seem to be a collection of episodes, rather than one compelling story. During this period, characters' lines are written in an immature, flowery style.

During the second period (1595-1600), Shakespeare matured as a playwright and created plays of near perfection. His plots became more unified, and his characters became more realistic.

Plays of the third period (1601-1608) reflect Shakespeare's interest in tragedy over comedy. His emphasis was on creating characters of great complexity.

William Shakespeare's Playwriting Periods

Abbreviations

Reteaching

Capitalize these abbreviations:

- abbreviations of the names of cities, states, countries, and other places.
Examples: UT (Utah), UK (United Kingdom)
- abbreviations related to time. Examples: B.C., A.D., A.M., P.M.
- abbreviations of organizations and agencies. Examples: FBI (Federal Bureau of Investigation)

Capitalizing Abbreviations

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

1. Professor Gearity's class on Franklin Roosevelt's administration began last night at exactly 7:00 p.m.
2. Before she began, she wrote on this address on the board: Warm Springs, ga.
3. What u.s. president is associated with that town in Georgia?
4. Franklin D. Roosevelt was born on January 30, a.d. 1882.
5. The Roosevelt family's ancestor Klaes Marenzen Van Roosevelt had settled in New York City around a.d. 1640.
6. Franklin D. Roosevelt, who was also known as fdr, was elected president of the u.s. in 1932.
7. During his first hundred days in office, he started many programs, including the Agricultural Adjustment Act (aaa), which gave relief to the nation's farmers.
8. The National Recovery Act (nra) was established to fight the effects of the Great Depression on u.s. industries.
9. When you see the abbreviation nra today, what organization comes to mind?
10. Other programs begun by the Roosevelt administration include the Civil Works Administration (cwa) and the Civilian Conservation Corps, also known as the ccc.
11. The cwa provided funds for public projects across the u.s.
12. The ccc was a program that employed young people in projects such as building dams and improving public parks.
13. During Roosevelt's administration, labor unions such as the afl and the cio gained strength.
14. What is the significance of the Warm Springs address? fdr, 32nd president of the u.s., died at his home in Warm Springs on April 12, 1945.

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**.

1. Is the company's address Cleveland, oh, or Cleveland, tn? _____
2. The Central Intelligence Agency is more commonly referred to as the CIA. _____
3. The space shuttle is scheduled to land at 3:00 p.m. _____
4. Is Alaska's postal code al or ak? _____
5. Augustus, who became the first Roman emperor in 27 b.c., died in a.d. 14. _____
6. Does the Animal Protective League, or the apl, have a newsletter? _____
7. Will the awards ceremony for the NEA (National Endowment for the Arts) be broadcast on public television? _____
8. The last line of the address should read "Chamberlain, SD 57325." _____
9. All 12 nations in nato signed the North Atlantic Treaty on April 4, 1949, in Washington, d.c. _____
10. Plato was a Greek philosopher who was born in 428 b.c. and died in 348 b.c. _____
11. Don't call your friend in N.Y.C. at 10:00 P.M. Pacific Standard Time (pst). It's already 1:00 a.m. on the East Coast. _____

B. Capitalizing Correctly

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

Who were the greatest leaders of all time? **(1)** Some people might choose Alexander the Great, king of Macedonia around 340 b.c. His rule extended throughout much of the civilized world. **(2)** Certainly Julius Caesar, who made Rome the center of a huge empire around the year 50 b.c., would have to appear on someone's list. **(3)** Like Alexander and Julius Caesar, Napoleon Bonaparte, born in a.d. 1769, was a military genius who conquered most of Europe. But must a leader conquer others to be great? **(4)** Some people think that Franklin D. Roosevelt (fdr) was a great leader. **(5)** He instituted programs such as the National Recovery Act (nra) and the Civilian Conservation Corps (ccc) to lift the u.s. out of the economic doldrums of the Great Depression. **(6)** Would you include the framers of the United Nations (un) as some of the greatest leaders? **(7)** At the un, nations come together, not as individuals or even as members of other organizations such as nato or seato. **(8)** Instead, in organizations such as unicef, nations come together as a world family to solve problems. What great leaders would make the cut on your list?

Abbreviations

Application

A. Proofreading

The following paragraph is a draft of an article about the school organizations to be printed at the beginning of the year. Before this article appears in the school newspaper, it must be proofread. Proofread the report, looking especially for errors in the capitalization of abbreviations. Draw three lines under each letter that should be capitalized.

EXAMPLE If you want to learn about the clubs at Pomeroy High School (phs), come to an orientation meeting at 9:00 a.m. on Wednesday, September 15.

Pomeroy High School has a wealth of choices for students who want to become involved. For example, are you interested in national and international issues? Join the jcwa (Junior Council on World Affairs), which meets in room 15 every Tuesday at 3:30 p.m. Are you interested in being of service to the greater Pomeroy community? Learn more about the Pomeroy Service Club (psc) on Thursdays at 3:45 p.m. Early risers fascinated by computers can meet fellow computer enthusiasts at the pcc (Pomeroy Computer Club) meetings in the computer room in the library at 7:30 a.m. every other Friday. The fea (Future Educators of America) has an active chapter at the school, too. These are just a few of the clubs that would like to have you as a member. For a complete listing of school organizations, send a self-addressed, stamped envelope to this address: Pomeroy High School Clubs, 3572 School St., Pomeroy, ca 94550.

B. Writing with Capital Letters

Think of issues that you feel should be attended to by the federal or state government, such as hunger, homelessness, or crime. Then make up organizations that are responsible for those problems and abbreviate their names. Write a brief report describing the function of each of those fictional organizations. Finally, provide the fictional address of each organization.

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