Rules of Capitalization
He said, “No, I have not seen the donkey.”

He says he can’t find the donkey.
A Proper Noun

- Empire State Building
- a tall building
Titles Before Names

- Senator Gore
- the senator
- My mother fixed dinner for me.
- Later, Mother feasted on a snowball.
Direct Addresses

• Doctor, you got to fix this bellyache.
• I asked the doctor, if there was nothing I could take.
• Officer, I don’t think I deserve this ticket.
• I was tazed by the officer.
Regions

- The South
- a southern place
Titles

• *The Catcher in the Rye*
• *The Right Stuff*
• “The Road Less Traveled”
• “Baby Got Back”
Seasons

• An Australian summer is a Japanese winter.

• I fell in Fall 2001.
Salutations and Closings

• Dear Timmy,
• Gentlemen:
• Sincerely,
• With despise,
Proper Subjects

• I have an English essay to turn in.
• I skipped my math homework.
Full Course Titles

• I have history, then I’ll need to go to BC Calculus.
GUM Unit 11 Review
Do I need a **capital** letter?

Or should that letter remain **lower case**?
This presentation covers capitalizing the *first letter* of the *first word* of a sentence, the pronoun *I*, and *proper nouns*. 
A capitalization item on an objective test might look like this ...
Wanda wouldn’t offer her little brother a Christmas cookie because he ate all of her Halloween candy last October.

A. Brother  
B. Cookie  
C. October  
D. No change is necessary.

Is brother, cookie, or October a problem?
Wanda wouldn’t offer her little **brother** a
A
Christmas **cookie** because he ate all of her
B
Halloween candy last **October**.
C

A. Brother
B. Cookie
C. October
D. No change is necessary.
The rotten pear sat in a puddle of goo on the kitchen counter.

Dude, formal writing is not the same as texting your friend!
If that liar Darlene claims that she spent the night studying, I will say that I saw her kissing Thomas at the movies.

Don’t be lazy! Capitalize those I’s. You deserve a capital letter!
On **Tuesday**, **September** 18, **Elizabeth** cooked her first pot of squid eyeball stew.

Proper nouns include the **days** of the **week**, the **months** of the **year**, and **names**.
Other Proper Nouns

- Titles *before* Names
- Specific Places
- Organizations
- Companies
- Product Names
- Religions
- Languages

- Nationalities
- Holidays
- Departments
- Historical Eras
- Regions of the Country
- Course Names
- Titles of Works
Titles Before Names

- Professor Stone
- Uncle Jerry
- President Obama
- the nursing professor
- my uncle
- the president of our stamp collecting club

Capitalize *these*!

But use *lower case* for *these*!
Specific Places

- **Tito’s Taco Palace**
- **New York City**
- **Gatorland**

- the taco stand outside
- a city
- a theme park

Capitalize **these**!

But use lower case for **these**!
Organizations

- **World Wildlife Fund**
- **American Red Cross**
- **Doctors Without Borders**

- an **environmental group**
- an **emergency response agency**
- a **medical humanitarian organization**

Capitalize these!

But use *lower case* for these!
Companies

- Starbucks Corporation
- The Coca-Cola Company
- Apple Inc.

- a coffee house
- a soda supplier
- a computer manufacturer

But use **lower case** for **these**!
Product Names

- Frappuccino
- Oreo
- Power Mac

- a frozen coffee
- a cookie
- a computer

Capitalize these!

But use lower case for these!
Religions

- **Buddhism**
- **Seventh Day Adventists**
- **Druids**

- meditation practice
- vegetarians
- nature worshippers

Capitalize **these**!

But use *lower case* for **these**!
Languages

- French fries
- Russian boar
- Spanish moss

- fried potatoes
- wild pigs
- air plants

Capitalize these!

But use lower case for these!
Nationalities

- Brazilians
- the French
- ancient Egyptians

But use lower case for these!
Holidays

- Thanksgiving
- Halloween
- Fourth of July

- family dinner
- costume party
- fireworks show

Capitalize these!

But use lower case for these!
Departments

- Division of Motor Vehicles
- Orlando Fire Department
- Internal Revenue Service
- Driver’s license
- Firefighters
- Tax collectors

Capitalize these!

But use lower case for these!
Historical Eras

- Late Cretaceous
- Old Kingdom
- the Great Depression

- When dinosaurs lived
- Proliferation of pyramids
- Poor economic times

Capitalize these!

But use lower case for these!
Regions of the Country

- the **South**
- the **Northeast**
- the **West**

- the south exit
- blowing from the northeast
- west of the mall

**Capitalize these!**

**But use lower case for these!**
Course Names

- Fundamentals of Biology
- Intermediate Algebra
- Contemporary Literature

Capitalize these!

- biology
- algebra
- literature

But use lower case for these!
Titles of Works

- **Moby-Dick**
- **Aliens**
- **Thriller**

- a thick *novel*
- the best *movie* ever made
- a dance *album*

Capitalize *these*!

But use *lower case* for *these*!
Directions: In the items that follow, choose the option that corrects an error in the underlined portion(s). If no error exists, choose “No change is necessary.”

Show me what you know.
Byron likes spicy foods, so he chose the **Asian** chicken wrap. Martha prefers bland dishes and ordered a **large** basket of **french** fries.

A. asian  
B. Large  
C. French  
D. No change is necessary.
Byron likes spicy foods, so he chose the **Asian** chicken wrap. Martha prefers bland dishes and ordered a **large** basket of **French** fries.

A. *Asian*
B. *Large*
C. *French*
D. No change is necessary.
**Item 2**

Janelle will take **Fundamentals of Biology** next semester; she hates **Science** classes but needs the credits to transfer to a **university**.

A. fundamentals of biology
B. science
C. University
D. No change is necessary.
Janelle will take **Fundamentals of Biology** next semester; she hates **science** classes but needs the credits to transfer to a **university**.

A. fundamentals of biology  
B. science  
C. University  
D. No change is necessary.
My family prefers to cook a ham on **holidays**, but A **uncle** Bart is a **vegetarian**, so my mother prepares B **“tofurkey”** for him.

A. Holidays  
B. Uncle  
C. Vegetarian  
D. No change is necessary.
My family prefers to cook a ham on holidays, but Uncle Bart is a vegetarian, so my mother prepares "tofurkey" for him.

A. Holidays
B. Uncle
C. Vegetarian
D. No change is necessary.
Dai is **Vietnamese**, but she grew up in Puerto Rico, where she attended **cooking school**; now she is the head chef at the **Cuban** restaurant on Orange Avenue.

A. Vietnamese  
B. Cooking School  
C. cuban  
D. No change is necessary.
Dai is **Vietnamese**, but she grew up in Puerto Rico, where she attended **cooking school**; now she is the head chef at the **Cuban** restaurant on Orange Avenue.

A. Vietnamese
B. Cooking School
C. Cuban
D. No change is necessary.
Item 5

Turn left! We need to go **west** on **Highway 50**;

A. West  
B. highway 50  
C. Daytona Beach  
D. No change is necessary.

otherwise, we will be heading toward **Daytona beach**.
Item 5

Turn left! We need to go **west** on **Highway 50**; otherwise, we will be heading toward **Daytona Beach**.

A. West  
B. highway 50  
C. **Daytona Beach**  
D. No change is necessary.
Katelyn used her last dollar to buy m&m candies; she would have enjoyed a Pepsi to wash them down but the cafeteria prices were too expensive.

A. M&M
B. Pepsi
C. Cafeteria
D. No change is necessary.
Item 6

Katelyn used her last dollar to buy M&M candies; she would have enjoyed a Pepsi to wash them down but the cafeteria prices were too expensive.

A. M&M
B. Pepsi
C. Cafeteria
D. No change is necessary.
Juan is taking a religion class this semester; he A
likes the professor and the readings, but he most B
enjoys the intoxicating perfume that Isabella, his C
tablemate, wears.

A. Religion
B. Professor
C. Perfume
D. No change is necessary.
Juan is taking a **religion** class this semester; he **A** likes the **professor** and the readings, but he most **B** enjoys the intoxicating **perfume** that Isabella, his **C** tablemate, wears.

A. Religion  
B. Professor  
C. Perfume  
D. No change is necessary.
Patrick visited the police station to see if someone had found Squeeze, his 9-foot albino python, but officer Rodriguez said that no reptiles had been recently caught.

A. Police Station  
B. Python  
C. Officer  
D. No change is necessary.
Patrick visited the police station to see if someone had found Squeeze, his 9-foot albino python, but Officer Rodriguez said that no reptiles had been recently caught.

A. Police Station  
B. Python  
C. Officer  
D. No change is necessary.
Jeffrey thought he would hate **humanities**, but

- A. **Humanities**

once **Professor** Kimble reached the Italian **Renaissance**, the beautiful marble nudes got

- B. **professor**

- C. **Renaissance**

Jeffrey’s attention.

- D. No change is necessary.
Jeffrey thought he would hate humanities, but once Professor Kimble reached the Italian Renaissance, the beautiful marble nudes got Jeffrey’s attention.

A. Humanities  
B. professor  
C. Renaissance  
D. No change is necessary.
Niki is a practicing Hindu, so she was offended when Sean pulled into a McDonald’s drive-thru to order a Big Mac.

A. Hindu
B. mcdonald’s
C. big mac
D. No change is necessary.
Niki is a practicing Hindu, so she was offended when Sean pulled into a McDonald’s drive-thru to order a Big Mac.

A. Hindu
B. McDonald’s
C. Big Mac

A. Hindu
B. mcdonald’s
C. big mac
D. No change is necessary.
The End.