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Capitals for Sentences and the Word I

• Practice 1

Capital letters signal the start of sentences and important words. A capital always begins the first word of a sentence, whether it is a statement, question, or direct quotation. Also the word *I* is always capitalized.

CAPITALS USED WITH SENTENCES AND THE WORD I	
Always Capitalized	Examples
the first word in a sentence	Raccoons got into the trash last night. Where will the signal come from?
the first word in a direct quotation	Mike said, "The lawn needs water." "If I do it," Jan said, "will you pay me?"
the word <i>I</i>	<i>I</i> wondered if <i>I</i> had enough time.

Exercise 1 Using Capitals to Begin Sentences. Underline the word or words that should be capitalized in each sentence below.

EXAMPLE: the boys asked, "can we go to the movies?"

1. when i was younger, i took lessons on the clarinet.
2. clipper ships were built with tall masts and sharp lines.
3. "crocodile hide," our teacher said, "is sometimes made into leather."
4. she asked, "does the recipe call for brown sugar?"
5. i will do it only if you have the proper safety equipment.
6. my mother asked, "can you help me vacuum the family room?"
7. the reporter noted, "killer bees have been found in the United States."
8. i have several valuable stamps in a collection i started last year.
9. "when i was a boy," my grandfather recalled, "i loved to play leapfrog."
10. our speaker said, "a nutritious diet is important to your health."

Exercise 2 More Work With Capital Letters. Complete each blank below with an appropriate word or words. Capitalize the word if necessary.

EXAMPLE: Mother said, "Bread is on sale at the market."

1. _____ wants to go to the beach with us.
2. Mother asked, "_____ should I serve dinner?"
3. You can get Vitamin C from _____.
4. I said, "_____ is my favorite food."
5. Either _____ go or you go, but we can't both go.
6. "_____ topic have you chosen for your report?" the teacher asked.
7. _____ told her, "_____ can't decide on a subject."
8. Our _____ broke down and had to be repaired.
9. "On Halloween," Nan said, "_____ start trick-or-treating about seven."
10. _____ are a fast form of transportation.

Capitals for Sentences and the Word I

• Practice 2

Exercise 1 **Supplying Capital Letters.** Underline the word or words that should be capitalized in each sentence below.

EXAMPLE: the two teams were playing hockey.

1. all twelve hockey players were skating briskly early in the morning.
2. there was one player i began to watch closely.
3. i said to my dad, "watch number 27."
4. he was swinging at the puck.
5. my dad asked, "do you think he will score?"
6. "yes," i replied, "i do."
7. instead, the player passed the puck to a teammate.
8. i yelled, "that was a great pass!"
9. i saw the forward shoot the puck into the net.
10. he scored a goal.

Exercise 2 **More Work With Capital Letters.** Follow the directions for Exercise 1.

1. a few people were waiting at the bus stop.
2. the teacher asked, "did your experiment work?"
3. i decided i should revise my story.
4. answer the question.
5. i remember the first day i went to school.
6. they asked her to show how to use the machine.
7. i think i can finish the book by tomorrow.
8. Tim said, "this new chair is very comfortable."
9. the cabin attendant announced, "fasten your seatbelts."
10. our science laboratory is an interesting place.

Writing Application **Using Capital Letters Correctly.** Write ten sentences about a place you know well. Make sure each sentence begins with a capital letter and that the word *I* is always capitalized.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

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Capitals for Names of People and Places

• Practice 1

When naming a specific person or place, capital letters should be used.

CAPITALS FOR SPECIFIC NAMES AND PLACES	
Persons	Louisa May Alcott, J. Edgar Hoover, Mickey Mouse
Streets and Roads	Mill Road, Washington Avenue, Fifth Avenue
Cities and States	Santa Fe, Chicago, Paris, Wisconsin, Oregon
Nations and Continents	Egypt, Finland, Australia, South America
Land Forms	Mount Shasta, the Central Valley, Virgin Islands, the Mojave Desert
Bodies of Water	Gold Lake, Hudson Bay, Arabian Sea, Yukon River, the Pacific Ocean

Exercise 1 Using Capital Letters With Specific People and Places. Underline each letter that should be capitalized in the sentences below.

EXAMPLE: hank aaron hit 755 home runs in his career.

1. britain fought a war over the falkland islands.
2. The lowest point below sea level is found in death valley, california.
3. robert e. peary was the first person to reach the north pole.
4. Many animal studies are done on the galápagos islands in ecuador.
5. john f. kennedy defeated richard m. nixon in a close election in 1960.
6. The arabian desert is 70,000 square miles in size.
7. The President of the united states lives on pennsylvania avenue.
8. The sacramento river empties into the san francisco bay.
9. The most recent eruption of mount st. helens in washington was 1984.
10. The mysterious Bermuda Triangle is found in the-atlantic ocean.

Exercise 2 More Work With Capitalizing Specific Names and Places. Fill in each blank below with an appropriate word or words. Capitalize when necessary.

EXAMPLE: I once took a boat to Catalina Island.

1. The ocean nearest my home is _____.
2. My address is _____.
3. My grandfather's full name is _____.
4. I have visited these states: _____.
5. I would like to travel to the country of _____.
6. The closest mountains to my home are _____.
7. It would be fun to go fishing in the _____ River.
8. Canada is located on the _____ continent.
9. Italy is near the _____ Sea.
10. The most famous city near my home is _____.

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Capitals for Names of People and Places

• Practice 2

Exercise 1 Using Capitals for Names of People and Places. Underline each letter that should be capitalized.

EXAMPLE: gerald r. ford was born in omaha, nebraska.

1. madeline spencer spent a month in greece last summer.
2. great bear lake is located in canada.
3. the snake river is over 1,000 miles long.
4. dr. john s. knickerbocker's office is at the end of main street.
5. In 1519 hernando cortes discovered mexico.
6. mount killimanjaro is in africa.
7. victoria c. woodhull ran for President in 1872.
8. The book Antoinette has been reading is by j. r. r. tolkien.
9. lake george is a popular vacation spot.
10. stan laurel and oliver hardy made comic films.
11. The rocky mountains stretch across much of north america.
12. lake erie is more than 9,000 miles long.
13. west virginia and kentucky have large deposits of coal.
14. The second largest river in europe is the danube.
15. atlanta and denver are capital cities.
16. The largest lake in africa is lake victoria.
17. levi hutchins invented the alarm clock.
18. james i. plimpton designed the first roller skates.
19. harriet tubman helped slaves escape to freedom.
20. charles lindbergh was the first person to fly solo across the atlantic.

Writing Application Using the Names of People and Places in Sentences. Write ten sentences, using the name of a specific person or place in each sentence.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Capitals for Names of Specific Things

• Practice 1

The name of *specific things*—such as special days, events, or objects—should always be capitalized.

CAPITALS FOR SPECIFIC THINGS	
Historical Periods, Events, and Documents	Industrial Revolution, Civil War, Declaration of Independence
Days, Months, and Holidays	Saturday, October, Thanksgiving
Organizations and Schools	Girl Scouts, Miller Elementary School
Government Bodies and Political Parties	the Congress, the Republican Party
Races, Nationalities, and Languages	Eskimo, Chinese, French
Monuments, Memorials, and Buildings	Statue of Liberty, the Vietnam Memorial, the Eiffel Tower
Religious Faiths	Judaism, Christianity, Hinduism
Awards	Oscars, Caldecott Medal
Air, Sea, Space, and Land Craft	<i>Double Eagle II, Lusitania, Skylab 2, Rambler</i>

Exercise 1 Using Capitals for the Names of Specific Things. Underline the letters of words requiring capitals in the sentences below.

EXAMPLE: The liberty bell was cracked in September of 1752.

- Four presidents are sculptured in the monument of mount rushmore.
- One form of mass transit is the system called amtrak.
- memorial day is usually celebrated on the last Monday in may.
- Most people in turkey are muslims.
- In somalia, the official languages are somali and arabic.
- The concorde flew from New York to paris 3 hours 30 minutes.
- The tallest building in the world is the sears tower in Chicago.
- The symbol of the democratic party is the donkey.
- Satellites have been launched from the space shuttle *Discovery*.
- Two women are now members of the supreme court.

Exercise 2 More Work Capitalizing Specific Things. In each pair, one item is general and one is specific. Underline the letters in the specific item that need capitalizing.

EXAMPLE:

a lawyer's contract the equal rights amendment

- a single-engine plane the spirit of st. louis
- the medal of honor an achievement award
- a conservative group the republican party
- our elected group the congress
- father's day a day for fathers
- bill of rights a list of guaranteed rights
- a church group christians
- the sewing group national sewing association
- the model t an old car
- June the month for weddings

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Capitals for Names of Specific Things

• Practice 2

Exercise 1 Using Capitals for the Names of Specific Things. Write each specific thing requiring capitals in the sentences below. Add the necessary capital letters.

EXAMPLE: On July 4, 1776, congress accepted the declaration of independence.

July, Congress, Declaration of Independence

1. Our class is learning about the constitution.

2. The lions club will sponsor a picnic next Saturday.

3. the mayas and the aztecs lived in mexico.

4. Fernando speaks english, spanish, and italian.

5. The sears tower in chicago, illinois, is 1,450 feet high.

6. Pearl Buck won the nobel prize.

7. washington's birthday is celebrated in february.

8. Rae sailed along the coast of maine on the mattie.

9. we visited carpenter's hall and independence hall.

10. The maplewood school is open Monday through Saturday.

11. The candidates from the republican party will speak here on Tuesday.

12. The golden kite award was presented to M. E. Kerr.

13. skylab 2 gave american astronauts a chance to spend more time in space than ever before.

14. The first Sunday after labor day is grandparent's day.

15. The treaty of versailles was rejected by the senate.

Capitals for Titles of People • Practice 1

There are three kinds of titles: social, professional, and family titles. Generally, you capitalize these titles only when they come before a person's name or in direct address. You also capitalize a family title when it refers to a specific person, but does not follow a possessive noun or possessive pronoun.

CAPITALS WITH SOCIAL, PROFESSIONAL, AND FAMILY TITLES		
Title	Examples	Use in a Sentence
Social	Miss, Madam, Mister, Sir, Mesdames	Could you help me, Sir? Our guest is Mr. David Gatley. I seated the mesdames at the table.
Professional	Senator, Mayor, Judge, Doctor, Sergeant, Rabbi, Sister, Professor	The service was led by Father John. Did the men finish the drill, Corporal? The doctor cured the man.
Family	Mother, Father, Aunt, Uncle, Grandmother, Grandfather	I love Uncle John's farm. Is this the picture you meant, Mother? Your Father will be able to fix it.

Exercise 1 Capitalizing Titles of People. Underline each title below that requires capitalization. Some sentences may have no titles requiring capitalization.

EXAMPLE: Ask sister Joan to come to the chapel.

1. Can you tell us, congresswoman Filante, how you will vote on the issue?
2. The doctor is at lunch right now.
3. I understand judge Canyon will hear the case.
4. Was that lieutenant Randolph who just walked up?
5. Who is your favorite French author, professor?

Exercise 2 More Work Capitalizing Titles of People. Use each title below in two ways—first, where it requires a capital and, second, where it does not.

EXAMPLE: private

I am Private Thomas Jackson reporting for duty.
That private wears his uniform with pride.

1. uncle

2. governor

3. attorney

4. doctor

5. mother

Capitals for Titles of People • Practice 2

Exercise 1 Using Capitals for Titles of People. Underline each title that requires capitalization.

EXAMPLE: The new course is taught by professor Cooper.

1. The commander of the ship is captain Jones.
2. Last spring, doctor Martin traveled abroad.
3. At night aunt Bonnie reads mysteries.
4. Today ambassador Burton made the announcement.
5. This soup, cousin Jane, is really delicious.
6. I asked grandmother Smith to show me her album.
7. What is your position on education, governor?
8. The speaker, rabbi Stern, talked about Israel.
9. The officer, captain Lee, was in charge.
10. Is uncle George visiting for the weekend, mother?

Exercise 2 More Practice Capitalizing Titles of People. Follow the directions for Exercise 1.

1. Every year uncle Jack has a backyard barbecue.
2. He asks dr. Henderson, his neighbor, to help.
3. Then aunt Irene sends out invitations.
4. Her cousin, judge smith, usually comes.
5. One of the regular guests is coach Ryan.
6. He and aunt Irene organize a volleyball game.
7. My dad's lawyer, attorney Stevens, always plays.
8. His team played a team led by grandpa Max.
9. I wasn't sure grandfather would play.
10. Grandpa, however, scored more points than cousin Ralph.

Writing Application Using Titles of People in Sentences. Write ten sentences. In five of these sentences, include different social or professional titles. In the other five sentences, include titles that show different family relationships.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Capitals for Titles of Things • Practice 1

Capitals are used with the titles of written works and works of art. You should capitalize the first word and all other key words in these titles. The title of a school course is capitalized only when it is followed by a number or refers to a language.

TITLES OF WRITTEN WORKS, WORKS OF ART, AND SCHOOL COURSES	
Books	<i>Swiss Family Robinson, Kon-tiki</i>
Newspapers and Magazines	<i>The Daily Journal, Outdoor Life</i>
Short Stories and Poems	"The Loser," "Richard Cory"
Full-length Plays	<i>My Fair Lady, The Music Man</i>
Movies	<i>Strangers on a Train, Star Wars</i>
Songs	"Hello Dolly," "Puttin' on the Ritz"
Paintings and Sculptures	<i>Young Woman With a Water Jug, Boxing Match</i>
School Courses	English 2A, German, Science I

Exercise 1 Using Capitals for Titles of Things. Circle the letters in the titles below that require capital letters.

EXAMPLE: (t)he (e)nchanted (c)astle —painting

- | | |
|---------------------------------|---------------------------------|
| 1. splash —movie | 11. the peasant dance —painting |
| 2. reader's source —magazine | 12. composition 2—school course |
| 3. the sign of the beaver —book | 13. "ol' man river"—song |
| 4. spanish—school course | 14. charlots of fire —movie |
| 5. orlando eagle —newspaper | 15. tucson daily star—newspaper |
| 6. "you've got a friend"—song | 16. collector's guide—magazine |
| 7. fiddler on the roof —play | 17. the cat in the hat —book |
| 8. the thinker —sculpture | 18. haystacks —painting |
| 9. jane eyre —book | 19. our town —play |
| 10. "the bridge"—poem | 20. "trees"—poem |

Exercise 2 More Work With Capitalizing Titles of Things. Circle any letters in the titles that need capitalizing in the sentences below.

EXAMPLE: The poem "(a)nnabel (l)ee" was written about Poe's wife.

1. through the looking glass, by Lewis Carroll, has become a classic book.
2. I try to read the denver sentinel on the bus on the way to work.
3. The longest running play in the United States is cats.
4. My counselor signed me up for english I next year.
5. I enjoyed reading that was then, this is now.
6. Puppets were used in the movie the muppets take manhattan.
7. My brother has taken both french and latin in high school.
8. Hiking is a magazine for people who enjoy the outdoors.
9. One of Michael Jackson's gold records is "the girl is mine."
10. Thomas Gainsborough painted the blue boy.

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Capitals in Letters • Practice 1

Friendly letters require capital letters in several places—the heading, the salutation, and the closing.

CAPITALS IN FRIENDLY LETTERS		
Heading	14 Carolyn Drive Newark, New Jersey 07102 August 2, 2001	
Salutations	Dear Ellen, Dear Mr. Rodgers,	My dear Family, Dear Aunt Harriet,
Closings	Always, Your friend,	Fondly, With love,

Exercise 1 Using Capitals in Letters. Underline the words that need capitals in the parts of letters below.

EXAMPLE: with fond regards,

- | | |
|---|--|
| 1. my dear sister, | 6. affectionately, |
| 2. 410 camilla lane
new orleans, lousiana 70130
April 17, 1999 | 7. dear grandma ethel, |
| 3. your good friend, | 8. my dear mr. larusso, |
| 4. dear mrs. dunkin, | 9. 1213 dunning way
akron, ohio 44308 |
| 5. 1620 vineyard avenue
baltimore, maryland 21202
February 14, 2000 | 10. 16 sunset lane
fort wayne, indiana 46802
November 23, 2001 |

Exercise 2 More Practice in Using Capitals in Letters. Provide the information requested below, using capitals where necessary.

EXAMPLE: Write a closing for a letter to a friend.

Thinking of you,

- Write your address and today's date as it would look in a letter heading.

- Write the closing you would use in a letter to your parents.

- Write the salutation you would use in a letter to an adult neighbor.

- Write the salutation you would use in a letter to an aunt or uncle.

- Write the closing you would use in a letter to a friend in class.
