

# CAPITALIZATION

Capitalize the word **I** in a sentence.

Is this the corner where **I** turn right?

John and **I** are going to the fair tomorrow.

"Do you have it?" asked Dan. "Yes, **I** do," **I** said.

# CAPITALIZATION

Capitalize the first letter of every sentence.

The merry-go-round is not working today.

Yesterday we went to the park.

When he sat down he fell asleep.

# CAPITALIZATION

**Capitalize** days of the week, months of the year, and holidays.

He was born on **C**hristmas **E**ve, **D**ecember 24, 2007.

Please make your reservation no later than **T**uesday.

My favorite holiday is the **F**ourth of **J**uly.

# CAPITALIZATION

Capitalize special family names.

Yesterday **Dad** and **Uncle Tim** went fishing.

I asked **Grandmother Sue** to call me.

Bill, **Aunt Edna**, and I went to the beach.

# CAPITALIZATION

**Capitalize acronyms.** Acronyms are groups of letters that represent the first letter in words that make up phrases or names of organizations.

Crime Scene Investigation --- **CSI**

As soon as possible --- **ASAP**

Santa Maria Police Department - **SMPD**

National Aeronautics and Space Administration ---  
**NASA**

# CAPITALIZATION

Capitalize the first word of a quotation.

Fred said, “**W**e will not be going today.”

“**H**ow are you doing?” asked Nancy.

Henry replied, “**N**o, I am not six yet.”

# CAPITALIZATION

**Capitalize** all **important words** in the **titles** of books, plays, poems, songs, movies, events in history, time periods, or names of geographic locations.

I love the song "**A**merica the **B**eautiful."

Did you read **L**ittle **H**ouse on the **P**rairie?

Grandpa John was a soldier during **W**orld **W**ar II.

The **D**eclaration of **I**ndependence was signed during the **S**econd **C**ontinental **C**ongress.

# CAPITALIZATION

Capitalize the first letter in someone's title when it is used in front of their name.

He went to visit Governor Schwarzenegger.

That house belongs to Mr. and Mrs. Bell.

Please give that to Lieutenant Michael Smith.

My mother called Principal Hudson last night.

# CAPITALIZATION

**Capitalize abbreviations.**

My dentist is John Jones, **D.D.S.** (Doctor of Dentistry)

We live at 1234 **S.** Main **St.** (South Main Street)

My brother lives in Los Angeles, **CA.** (California)

The store opens tomorrow morning at 9:00 **PST.**  
(Pacific Standard Time)

# CAPITALIZATION

**Capitalize** proper names, proper nouns, and proper **adjectives**, including the names of places, businesses, products, religions, nationalities, languages, clubs, and organizations.

He loves to eat **Milky Way** candy bars.

Sam joined the **Boy Scouts of America**.

Ella's mom is **Jewish** and her father is a **Buddhist**.

Henry worked for **Xerox** first and then for **Sony**.

Is the **Brooklyn Bridge** east of the **Rocky Mountains**?

Her little brother wears **Pampers** diapers.

# CAPITALIZATION

Capitalize every word in the date and greeting of a letter, but only the first word in the closing.

March 18, 2000

Dear Mary Elizabeth,

I am so sorry that I forgot to call you on your birthday. I hope you had a fantastic day!

Your forgetful friend,  
Jane