

EDITING PRACTICE

CAPITALIZATION

Name _____

Capitalization

Date _____

Team _____

DIRECTIONS:

Over the next two weeks, we will be practicing editing sentences for capitalization. During that time, you will want to (and need to) enhance your classroom learning using the following Odyssey exercises. This Capitalization Folder can be accessed in your LA Extensions Odyssey folder in your backpack. Please complete them by _____.

Assignment Name: Capitalization Folder					
Subject: LA Extensions					
Level: 8	Task Type	Task Title	Subject	Level	Folder Type
	<input type="checkbox"/>	-8202 Capitalization I	LA Extensions	8	
	<input type="checkbox"/>	-8203 Capitalization II	LA Extensions	8	
	<input type="checkbox"/>	-8212 Proofreading: Capitalization I	LA Extensions	8	
	<input type="checkbox"/>	-8213 Proofreading: Capitalization II	LA Extensions	8	

EDITING SYMBOLS for CAPITALIZATION

- * If a word should be capitalized and is not, place three lines under the letter that needs to be changed to a capital.

Ex. mr. anthony

- * If a word is capitalized and should not be, place a diagonal line through the letter that should be lower-case.

Ex. My ~~N~~om is going to the store.

CAPITALIZATION RULES!

1. First word in any sentence

(Jack ran.)

2. The word *I*

(I love you. Josh and I are going to school.)

3. Proper nouns

(Greencastle-Antrim Middle School, Greencastle, Pennsylvania, Beth)

4. Proper adjectives

(English muffin, Sony television, Chinese food)

5. Title with a last name

(Coach Anderson, President Lincoln, Mrs. Powers)

6. First word in a direct quotation

(Vanessa asked, "What can I write about?")

7. Titles – all important words

(*The Giver, Seventeen, King of the Hill*)

8. Letter opening

(Dear Mrs. Young,)

9. First word of a letter closing

(Yours truly,)

10. Family relationships when used in place of a person's name

(My mom told me that Papa was coming.)

11. Months, not seasons

(The first day of spring is March 21.)

12. Names of school subjects which are languages or exact course titles

(I am taking Latin, Reading 101 and a social studies class.)

13. Capitalize all letters in an acronym

(UCLA – University of California, Los Angeles, PSSA – Pennsylvania State School Assessment)

DAY 1

First Words and Titles

Capitalize these words:

- the first word of every sentence
- the first word of every line of traditional poetry
- the first word of a direct quotation if it is a complete sentence (Do not capitalize the first word of the second part of a divided quotation unless it starts a new sentence.)

"My favorite book is *Where the Red Fern Grows*," said Lesley.

"We just bought," exclaimed Owen, "two tickets to see *The Miser* next week."

- the first word of each item in an outline and letters that introduce major subsections

I. Types of literature

A. Drama

1. Comedy

2. Tragedy

- the first word in the greeting of a letter and the first word in the closing
- the first word, the last word, and all other important words in titles (don't capitalize articles, conjunctions, or prepositions of fewer than five letters.)

Capitalizing First Words and Titles

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

1. "i like," Luther commented, "reading a play before I go to see it."
2. each year, we read several plays in our English class.
3. this year we will read and then see a live performance of *macbeth* by William Shakespeare.
4. dear Lynette,
The Festival Playhouse is pleased to announce that you have been selected to play Juliet in our upcoming performance of *romeo and juliet*. Congratulations.
sincerely,
Cleo Wilson, President, Festival Playhouse
5. Aisha said, "my favorite playwright is Tennessee Williams, who wrote *the glass menagerie*."
6. "many plays," Mrs. Richardson explained, "have been turned into successful musicals, such as *pygmalion*, which is better known as *my fair lady*."
7. I. drama
 - a. elements of drama
 1. plot
 2. character

DAY 1 - continued

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. "Watch out!" warned the mine inspector. "the cable has snapped!"

2. In *julius caesar*, Mark Antony says, "friends, Romans, countrymen; lend me your ears."

3. "I think," said the doctor, "that you need a good rest."

4. the sun that brief December day
rose cheerless over hills of gray
John Greenleaf Whittier

5. we read the poem "a certain slant of light" by Emily Dickinson.

6. natalie sang "the star-spangled banner" before the kickoff.

7. ralph can play "down in the valley" and "the yellow rose of Texas" on the guitar.

8. "did you hear," Ida asked, "our classmate Brian playing the piano at the talent show?"

9. all students of American government should read *the federalist papers*.

10. "many paintings," our art teacher told us, "are based on stories from Greek mythology, such as the story of Icarus and his wax wings."

B. Capitalizing First Words in Outlines

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

Works of Edgar Allan Poe

- I. poems
 - a. "annabel lee"
 - b. "the raven"
- II. tales of horror
 - a. "the pit and the pendulum"
 - b. "the masque of the red death"
 - c. "the fall of the house of usher"

DAY 2

People and Cultures

Follow these rules of capitalization:

- Capitalize people's names and initials.

Lyndon B. Johnson Ulysses S. Grant

- Capitalize titles and the abbreviations of titles used before names or in direct address. Capitalize the abbreviations of some titles when they follow a name.

Colonel Blake Dr. Jane Elway Hello, Professor Luis Hernandez, M.D.

- Capitalize titles of heads of state, royalty, or nobility only when they are used with a person's name or in place of a person's name. Do not capitalize titles when they are used without a proper name.

Sir Walter Raleigh The Prince of Wales visited the United States.

The queen wore a crown.

- Capitalize the titles indicating family relationships only when the titles are used as names or parts of names. Do not capitalize a family name when it follows the person's name or is used without a proper name.

Aunt Vicky Grandma Ellen My uncle Ellen, our aunt.

- Always capitalize the pronoun *I*.

- Capitalize the names of religions, sacred days, sacred writings, and deities. Do not capitalize the words *god* or *goddess* when they refer to a group of deities, as in ancient mythology.

Christianity Kwanza the Book of Genesis Allah

- Capitalize the names of nationalities, languages, races, and some ethnic groups, and the adjectives formed from these names.

the French Portuguese Caucasian Polish German sausage

Capitalizing Names of People and Cultures

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

1. My sister and I love thai food.
2. Can I have another piece of that delicious french bread?
3. This book is about aztec pyramids.
4. The hindu god shiva is the patron of dancers.
5. In 1979, prime minister margaret thatcher was elected.
6. According to a greek myth, the god zeus was the father of hercules.
7. The new professor at the college is dr. jeffrey a. long
8. For his bar mitzvah, my cousin joel memorized a passage from the torah.
9. The duke of marlborough was an ancestor of sir winston churchill.
10. When grandpa joe comes to visit, he tells us stories about when he was in the army with colonel jack s. anderson.

DAY 2 – continued

People and Cultures

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. We read a short story by e. b. white. _____
2. The opening address was given by senator nancy holland. _____
3. Can ms. nold arrange an appointment with rev. thomas? _____
4. My new french teacher is canadian. _____
5. The principal invited capt. williams to speak at the assembly. _____
6. My father and uncle henry both enjoy books written by martin prescott, ph.d. _____
7. My brother and I saw grandpa victor downtown. _____
8. Several times a day, muslims pray to allah. _____
9. Ask mom if dad is ready to pack the camper. _____
10. In norse mythology, the god odin is ruler over the other gods, and his son is thor. _____
11. Romans often gave new names to the gods of greek mythology. _____
12. In greek mythology, the god of war was named ares; in roman mythology, the god of war's name was mars. _____

B. Capitalizing Correctly

Underline each word that should be capitalized in the following paragraph. Not every sentence has a word that need to be capitalized.

(1) John jay was an early american statesman. (2) He was the president of the Continental Congress from December 1778 until September 1779. (3) He then became the american ambassador to Spain. (4) He was acquainted with general george washington. (5) In 1789, president george washington appointed jay the first chief justice of the Supreme Court. (6) In 1794, chief justice jay traveled to England and negotiated a treaty with the english government. (7) He resigned as chief justice when he was elected governor john jay of New York. (8) As a diplomat, patriot, and chief justice, john jay played an important role in early american history.

DAY 3

Places and Transportation

Follow these rules of capitalization:

- In geographical names, capitalize each word except articles and prepositions. Geographical names include the names of continents (*Antarctica*), bodies of water (*Danube River*), islands (*Philippines*), mountains (*Ural Mountains*), other land forms (*Devil's Tower*), world regions (*Far East*), nations (*Russia*), states (*Georgia*), cities (*Atlanta*), and streets (*Peach Street*).
- Capitalize the names of planets and other specific objects in the universe. Do not capitalize *sun* and *moon* or *earth* when it is preceded by *the*.
Mercury Andromeda Galaxy Halley's Comet
- Capitalize the words *north*, *south*, *east*, and *west* when they name particular regions of the country or world, or when they are parts of proper names. Do not capitalize words that indicate general directions or locations.
South Carolina The bus turned west on Main Avenue.
- Capitalize the names of specific buildings, bridges, monuments, and other landmarks.
Statue of Liberty Grand Central Station
- Capitalize the names of specific airplanes, trains, ships, cars, and spacecraft.
Maine Challenger

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. If space travel were possible, I would surely visit mars. _____
2. The taj mahal in india must be a wondrous sight. _____
3. When we went to boston, massachusetts, last month, I enjoyed seeing the *u.s.s. constitution*. _____
4. Can you name two countries in southeast asia? _____
5. My grandmother has never left her home state, Texas. _____
6. One continent no one in my family has visited yet is africa. _____
7. The tower bridge in london crosses the thames river. _____
8. Wouldn't it be exciting to walk along the great wall of china? _____
9. Because the dead sea is so salty, it is easy to float in it. _____
10. If you travel west from st. louis, you will eventually reach the rocky mountains. _____

DAY 3 – continued

Places and Transportation

A. Recognizing Words That Need Capitalization

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. When visiting san francisco, don't miss golden gate park. _____
2. The mormon trail began in nauvoo, illinois, and ended in salt lake city. _____
3. Will the northwest tollway take us to lake geneva? _____
4. As we headed southeast, we saw the western edge of the alleghenies. _____
5. Charles Lindbergh flew the *spirit of st. louis* across the atlantic ocean to paris. _____
6. Explorer David Livingstone named victoria falls, which is on the zambezi river. _____
7. On the west side of the Capitol is the National Mall. _____
8. Napoleon Bonaparte was exiled to saint helena, a small island in the south atlantic ocean. _____

B. Capitalizing Names of Places

Write the words that should be capitalized in each sentence.

1. Lewis and Clark explored the louisiana territory, traveling west from st. louis.

2. The statue of liberty was a present given to the united states by france.

3. The second largest city in russia is st. petersburg, which is located by the gulf of finland.

4. In b.c. 239, the appearance of halley's comet was recorded in china.

5. In florida, I'd like to see cape canaveral, where the *freedom 7* spacecraft was launched.

6. Before the fall of the berlin wall, berlin was divided into east berlin and west berlin.

DAY 4

Organizations and Other Subjects

Use capital letters for the following:

- all important words in names of organizations, institutions, stores, and companies
Franklin Historical Association Danville Middle School
- the abbreviations of organizations, businesses, and institutions by using the initial letters of the complete name (Notice that these abbreviations do not usually take periods.)
ASPCA (American Society for the Prevention of Cruelty to Animals)
- names of historical events, periods, and documents
Spanish-American War Middle Ages U.S. Constitution
- the abbreviations B.C., A.D., A.M. and P.M.
- names of months, days, and holidays but not the names of seasons except when used as part of a festival or celebration
Tuesday, May 5 Memorial Day Fall Concert
- names of school subjects only when they refer to language courses, when the subject is followed by a course number, or when it contains a proper adjective (Capitalize the word *freshman*, *sophomore*, *junior*, or *senior* when it is used as a proper noun.)
English Chemistry II Senior Awards Ceremony
- names of special events and awards
Pumpkin Festival Pulitzer Prize
- brand names of products but not a common noun that follows a brand name
Sleepytime slippers

Identifying Correct Capitalization

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

1. The lee high school senior class is preparing a time capsule to be buried on new year's day.
2. The winter festival celebration is being organized by the senior class council.
3. The time capsule burial will be sponsored by super grocer's mart.
4. The history class is donating a newspaper about the end of the cold war.
5. The french class suggests adding an audio tape with their voices recorded on it.
6. Should we add items related to radio or TV, such as articles about npr or the bbc?
7. Maybe we'll add popular products such as flower shampoo and chocofun cereal.
8. One freshman will be selected to sing the lee high's school song when the ceremony begins on january 1 at 9:30 a.m.
9. Perhaps the time capsule will stay buried until 3000 a.d. or later.

DAY 4 – continued

Organizations and Other Subjects

A. Capitalizing Names of Organizations and Other Subjects

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

1. The battle of waterloo was fought on june 18, 1815.
2. The spring concert will take place on april 16.
3. My sister will enroll at the university of california at davis in the fall.
4. Volunteers from the variety club gave presents to the children.
5. During the middle ages, plagues caused many deaths.
6. Doctor Paglia performs surgery at northwestern memorial hospital.
7. Don't forget to buy me a wonder marker to use for my poster display.
8. The first ten amendments to the constitution are called the bill of rights.
9. Do you know when the treaty of versailles was signed?
10. I hope to be placed in the honors english class and algebra 2 next year.

B. Capitalizing Correctly

Rewrite every sentence that contains a capitalization error. If a sentence is capitalized correctly, write **Correct** on the line.

1. The actress on this television show deserves an award for her work.

2. somerville plastics company is known as spc.

3. Representatives of 50 nations met in 1945 to draft the united nations charter.

4. My grandparents flew to Florida on sunshine airlines.

5. The senior class will choose five seniors to receive special awards.

6. For halloween, my art class always enters the Midville pumpkin decorating contest.

7. Mount Vesuvius erupted in a.d. 79, completely burying a thriving city.

DAY 5

Use your editing symbols to make all needed corrections on the sentence(s) below.

as a humorist and writer, mark twain, author of *the adventures of huckleberry finn*, wrote, “keep away from people who try to belittle your ambitions. small people always do that, but the really great make you feel that you, too, can become great.”

On the lines below, list the capitalization rules you used to make the above changes. Each correction above should have a rule below. Place the number by each change in the above sentence(s).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Journal Your Thoughts

- | |
|---|
| <ol style="list-style-type: none">1. Recap meaning of quote in your own words2. Express your feeling or opinions about the quote3. Show a personal experience that proves your opinion4. Offers thoughts on how the quote might make a difference in the future / in the world |
|---|

DAY 6

Use your editing symbols to make all needed corrections on the sentence(s) below.

“you cannot live a perfect day without doing something for someone who will never be able to repay you,” stated coach john wooden, former coach of the ucla college basketball team.

On the lines below, list the capitalization rules you used to make the above changes. Each correction above should have a rule below. Place the number by each change in the above sentence(s).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Journal Your Thoughts

- | |
|---|
| <ol style="list-style-type: none">1. Recap meaning of quote in your own words2. Express your feeling or opinions about the quote3. Show a personal experience that proves your opinion4. Offers thoughts on how the quote might make a difference in the future / in the world |
|---|

DAY 8

Use your editing symbols to make all needed corrections on the sentence(s) below.

andrew carnegie, an avid reader and philanthropist, stated, “a man’s reading program should be as carefully planned as his daily diet, for that too is food, without which he cannot grow mentally.”

On the lines below, list the capitalization rules you used to make the above changes. Each correction above should have a rule below. Place the number by each change in the above sentence(s).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Journal Your Thoughts

- | |
|---|
| <ol style="list-style-type: none">1. Recap meaning of quote in your own words2. Express your feeling or opinions about the quote3. Show a personal experience that proves your opinion4. Offers thoughts on how the quote might make a difference in the future / in the world |
|---|

DAY 9

Use your editing symbols to make all needed corrections on the sentence(s) below.

dear angela,

do you live in a neighborhood of truly interesting people, even great ones? if not, would you like to? you can when you surround yourself with the books these people have written—and those written about them. better to read their books than to talk with them, for their writing is more carefully thought out than their casual conversation would ever be.

yours truly,

fred smith

On the lines below, list the capitalization rules you used to make the above changes. Each correction above should have a rule below. Place the number by each change in the above sentence(s).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Journal Your Thoughts
