

Topic: The Capital Letters

This is a lesson about proper use of capitalization.

Objectives:

1. You will learn the most common rules for capitalization.
2. You will learn to identify proper and improper capitalization in sentences.
3. You will be able to create your own sentences using proper capitalization.

The capital letter is also called a big letter or upper case letter, or sometimes just a capital.

Upper case: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Lower case: a b c d e f g h i j k l m n o p q r s t u v w x y z

Capitalization is the writing of a word with its first letter in upper case and the remaining letters in lower case.

When To Use Capital Letters

1. For the first letter in a sentence. For example, “**T**he cat sat on the mat”. “**T**he dog barked loudly”.
2. For people’s names. For example, **R**ichard, **S**arah, **M**ike.
3. For the word “**I**”. For example, “**I** am ten years old”. Sarah and **I** went to the movies”.
4. For names of places. For example, **K**ingston, **R**ussia, **L**ondon, **B**ronx **Z**oo.
5. For days of the week, months, and holidays. For example, **M**onday, **J**une, **E**aster, **C**hristmas.
6. For institutions. For example, **H**illsborough **S**chool, **U**niversity of **S**heffield, **U**niversity of the **W**est **I**ndies, **C**ollege of **C**entral **F**lorida, and **S**t. **T**homas **H**ospital.
7. For titles. For example, ‘**A** **C**hristmas **C**arol’, ‘**A** **S**tarry **N**ight’, **T**he **B**old and the **B**eautiful’.
8. For acronyms. For example, **B**BC, **C**NN, **R**JR, **J**BC, **K**S2, **P**LP, **J**LP
9. Brand names and trademarks. You have to capitalize all of those. For example, “Leasing is an easy and affordable way to get a brand new **H**onda with little or no down payment.” However, you don’t need to capitalize the generic word that comes after it. Like **K**leenex tissue or **P**epsi soda or **H**onda sedan.

Check your progress.

1. Identify the capitalization error in the following sentence then correct the error.

"samuel goes to his grandmother on Fridays".

2. Identify the capitalization error in the following sentence then correct the error.

"I saw a pothole in the road when i was driving home from work".

3. Identify the capitalization error in the following sentence then correct the error.

"David and his sister mille live in Florida".

4. Identify the capitalization error in the following sentence then correct the error.

"My sister will be traveling to new York on the weekend".

5. Choose the sentence that has the correct capitalized words.

- A. She said, "lions are found in africa."
- B. She said, "lions are found in Africa."
- C. She said, "Lions are found in Africa."
- D. She said, "Lions are Found in Africa."

6. Which sentence has the correct capital letter usage?

- A. He went to see a doctor.
- B. He went to see a Doctor
- C. He went to See a Doctor
- D. He Went to see a doctor

7. Which sentence has the correct capital letter usage?

- A. He went to visit doctor Sharon Stone last week.
- B. He went to visit Doctor Sharon Stone last week.
- C. He went to visit Doctor Sharon stone last week.
- D. He went to visit doctor sharon Stone last week.

Answers

1. Error: samuel Correction: **S**amuel
The “s” in **S**amuel must be capitalized.

2. Error: i Correction: **I**
The “i” must be capitalized.

3. Error: mille Correction: **M**ille
The “m” in **M**ille must be capitalized.

4. Error: new Correction: **N**ew
The “n” in **N**ew must be capitalized.

5. Choice C is correct.
The “l” in **L**ion must be capitalized.

6. Choice A is correct

7. Choice B is correct