

 P R E S T W I C K H O U S E , I N C .

Mastery of English Grammar and Mechanics

An Individualized Program

Lesson One: A Few Simple Rules for Capitalizing Words

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P O W E R P R E S E N T A T I O N

Lesson One

Always capitalize the letter “I” when it is used to refer to yourself.

Always capitalize the first word in each sentence.

Always capitalize the first word in a direct quote.

WRONG: The manager said, “shut up or get out.”

RIGHT: The manager said, “**Shut** up or get out.”



Lesson One

When a quote is broken, the second part is not capitalized unless it is a new sentence.

WRONG: “Let’s not,” he stated, “Make any quick decisions.”

RIGHT: “Let’s not,” he stated, “**make** any quick decisions.”



Lesson One

Capitalize a person's name (or initials) and any title that comes before the name.

WRONG: At that point, senator h. b. Jones and doctor joyce ray entered the room.

RIGHT: At that point, **Senator H.B. Jones** and **Doctor Joyce Ray** entered the room.



Lesson One

Always capitalize the days of the week (Monday, Tuesday, etc.) and the months of the year (January, February, March, etc.); however, do not capitalize the seasons (fall, winter, spring, summer).

WRONG: His birthday is friday, october 2, but mine is in the Summer.

RIGHT: His birthday is **Friday, October 2**, but mine is in the **summer**.



Lesson One

Always capitalize the names of races, nationalities, languages, and religions. For example—African-American, Caucasian, Spanish, Irish, Methodist, Catholic.

WRONG: The African-American was a baptist, and the spaniard was a catholic.

RIGHT: The African-American was a **Baptist**, and the **Spaniard** was a **Catholic**.

Capitalize words referring to the Deity—God, the Savior, the Lord, Jehovah, Allah.

Lesson One

Always capitalize geographical areas (the North, the South) but not directions.

WRONG: He found the pace of life slower in the south than in the north.

RIGHT: He found the pace of life slower in the **South** than in the **North**.

WRONG: He was traveling South on the interstate.

RIGHT: He was traveling **south** on the interstate.



Lesson One

Always capitalize the first word and other important words in the name of a book, play, poem, or song. Do not capitalize unimportant words—*in, on, the, for, at, etc.*

Always capitalize the name of historic events and periods.

WRONG: It is often said that the second world war ushered in the atomic age.

RIGHT: It is often said that the **Second World War** ushered in the **Atomic Age**.



Lesson One

Capitalize the names of specific buildings (the Empire State Building), specific places (Yellowstone National Park), specific organizations (the Ohio National Guard), specific things (the B29 Flying Fortress).

WRONG: Radio city music hall is located in new york city.

RIGHT: **Radio City Music Hall** is located in **New York City**.

