People and Cultures

Follow these rules of capitalization:

• Capitalize people’s names and initials.
  
  William C. Bryant  W. C. Handy

• Capitalize titles and the abbreviations of titles used before personal names or in direct address. Capitalize the abbreviations of some titles when they follow a name.
  
  Professor Lee  Dr. Darren Ames  Hello, Senator.  Julia Bishop, M.D.

• Capitalize titles of heads of state, royalty, or nobility only when they are used before 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 Winston Churchill
  The Prince of Monaco attended the dinner last night.
  The prince waved to the crowd.

• 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.
  
  Uncle Bill  Grandpa Joe  Jerome, my cousin, is starting college.

• 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 gods, as in ancient mythology.
  
  Islam  Easter  Torah  Isis

• Capitalize the names of nationalities, languages, races, and some ethnic groups, and the adjectives formed from these names.
  
  Brazilian  Irish American  Caucasian

Capitalizing Names of People and Cultures

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

1. Susan, my cousin, knows all the words to the French national anthem.

2. After Doctor Brown checks your teeth, you can leave.

3. When I earn my doctorate, I will be called Mira Glazer, Ph.D.

4. What is the British spelling of the word color?

5. We found a tattered Bible that used to belong to Grandma Margaret.

6. It seems that General George Washington was a popular overnight guest.

7. Poet Robert Frost spoke at the inauguration of President John F. Kennedy.

8. According to Greek mythology, the goddess Hera was the wife of the god Zeus.

9. Our guide, Mr. Carlos J. Lopez, Jr., showed us around the Mexican ruins.

10. Of all my uncles, Uncle Wiley is the tallest.
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. My friend marie plays the french horn in our local orchestra. ______________
2. When aunt irene visited, we went with her to st. cyril byzantine Church. ______________
3. How would you rate the bill’s chance of passing, senator? ______________
4. Where did eve learn to speak portuguese so fluently? ______________
5. Did you see queen marie antoinette’s dress in that drawing? ______________
6. My dad and i have appointments with our dentist, edward klein, d.d.s. ______________
7. We were in a restaurant with the governor when we visited the state capital. ______________
8. The russian language is quite difficult to learn, or so i’ve been told. ______________
9. When ms. heller and ms. jeffries get together, they have a great time. ______________
10. One of my favorite greek myths is the creation story about the gods who were called the titans. ______________

B. Capitalizing Correctly
Draw three lines under each lowercase letter that should be capitalized in the following paragraph.

(1) Harriet beecher stowe wrote a book that helped to change american history. (2) Her father, lyman beecher, was a presbyterian minister. (3) When reverend beecher moved to Cincinnati, Ohio, to serve as president of a seminary, harriet went along. (4) There she saw firsthand the problems of african slaves trying to escape to freedom. (5) After harriet married calvin stowe, she moved to Maine and began to write about her strong feelings against slavery. (6) The novel she wrote, Uncle Tom’s Cabin, created strong emotions regarding the slavery issue. (7) Some people say that stowe’s words were part of the reason the Civil War was fought. (8) In fact, when president abraham lincoln met her, he said, “So you’re the little woman who wrote the book that made this great war!”
A. Proofreading
Proofread the following first draft of a report. Look especially for errors in capitalization. Draw three lines under each letter that should be capitalized.

**Example**
Oliver wendell holmes was an american writer.

Oliver wendell holmes was a man of many talents and interests. He was a doctor, a writer, and a popular public speaker. Holmes was born in 1809 in Cambridge, Massachusetts. Oliver’s father was a congregationalist minister. While reverend holmes was quite strict, oliver was more freethinking. Though oliver started law school, he quickly got bored. Instead, he went to Harvard Medical School. During his time at Harvard, he wrote poetry. Oliver’s father, i am sure, was quite proud of his son. When oliver wendell holmes, m.d., graduated, he became an excellent doctor and the author of many articles about medical problems. One of his sons, oliver wendell holmes, jr., became a chief justice of the United States Supreme Court.

B. Writing with Capital Letters
The people of some islands in the Pacific Ocean used to have an interesting custom. When people met, they would introduce themselves by telling their own names and the names of their parents, grandparents, and other relatives. Write a conversation that two people might have when they meet on such an island. Include at least five complete names capitalized correctly.

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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 a direct quotation if it is a sentence fragment.) Example: “What is your favorite book of all time?” asked Ms. Barton.

Do not capitalize the first word of the second part of a divided quotations unless it starts a new sentence. Example: “Let’s think of the books,” she said, “that we would recommend to others.”

• the first word of each item in an outline and the letters that introduce major subsections
• 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. “When you say book do you mean only novels?” asked Julie.
2. “Why?” asked her teacher. “What kind of writing would you include in addition to novels?”
3. Julie replied, “there are books filled with poems, essays, and short stories, too.”
5. one of his essays called the american crisis includes these stirring words: “these are the times that try men’s souls.”
7. “it begins this way: ‘it was the best of times. it was the worst of times,’” Henry said.
8. here is the beginning of an outline of the books I would choose:
   I. nineteenth-century authors
      a. british authors
         1. works of Robert Louis Stevenson
         2. works of Charles Dickens
9. dear Ms. Barton,
    after I thought about it for a while, I decided that my favorite book is one that I read when I was little, the lion, the witch, and the wardrobe.
your student,
bill
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. “after lunch,” said Sasha, “let’s walk uptown.”
2. I have just finished reading life on the mississippi.
3. be sure to read my article “the mayoral election” in today’s newspaper.
4. here he lies where he longed to be; home is the sailor, home from the sea, and the hunter, home from the hill.
   —Robert Louis Stevenson, “Requiem”
5. “three may keep a secret,” said Benjamin Franklin, “if two of them are dead.”
6. our class will see a production of the play romeo and juliet at the playhouse.
7. what do you think of the saying that children should be “seen but not heard”? 
8. “The egg of today,” says a proverb, “is better than a hen of tomorrow.”
9. have you ever heard the song “this land is your land”?
10. one of my favorite short stories is “the fall of the house of usher.”

B. Capitalizing First Words in Outlines

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

Brazil

I. location
II. climate facts
   a. average temperature in summer
   b. average temperature in winter
   c. average annual precipitation
III. the people
   a. languages
   b. religions
   c. major cities
A. Writing a Conversation

Continue this conversation two people had after reading a good book. Have the two speakers compare this book (you can decide which book they both read) with other books they have read. Include at least two other book titles. Be sure to capitalize the quotations and titles correctly.

“How did you like the book we just finished?” asked Rita. “I thought it was great.”

“I liked it, too. It reminded me of other books I have read,” replied Brad.

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B. Writing an Outline Using Capital Letters Correctly

Read the following brief report. Then write a short outline for it on the lines below. Be sure to capitalize correctly.

Robert Louis Stevenson was an author who lived an unusual life. As a child in Scotland, he was sickly. He had lung problems that kept him in bed quite a bit. When he was 17, he attended Edinburgh University and soon became a lawyer. But what he really loved to do was write.

Stevenson’s health was poor throughout his life. In hopes of getting better, he moved from place to place. He especially loved the sea and spent years sailing his yacht around the South Seas. He got many of his ideas for his books such as Treasure Island and Kidnapped from his travels.

The Life of Robert Louis Stevenson

I. Early life

________________________________________________________
________________________________________________________

II. Later life

________________________________________________________
________________________________________________________
Follow these rules of capitalization:

- In geographical names, capitalize each word except articles and prepositions. Geographical names include the names of continents (Asia), bodies of water (Black Sea), islands (Hawaiian Islands), mountains (Rocky Mountains), other landforms (Sahara Desert), world regions (Midwest), nations (Brazil), states (Nebraska), cities (Louisville), and streets (Maple Street).
- Capitalize the names of planets and other specific objects in the universe.

<table>
<thead>
<tr>
<th>Jupiter</th>
<th>Andromeda Galaxy</th>
</tr>
</thead>
</table>

- 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.

<table>
<thead>
<tr>
<th>South America</th>
<th>We drove south to New Orleans.</th>
</tr>
</thead>
</table>

- Capitalize the names of specific buildings, bridges, monuments, and other landmarks.

<table>
<thead>
<tr>
<th>Mount Rushmore</th>
<th>Brooklyn Bridge</th>
</tr>
</thead>
</table>

- Capitalize the names of specific airplanes, trains, ships, cars, and spacecraft.

<table>
<thead>
<tr>
<th>Mayflower</th>
<th>Sputnik</th>
</tr>
</thead>
</table>

**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. Maybe someday I will visit England, France, and other countries of Europe. ____________

2. In the past, people took ships like the Queen Mary to Europe. ____________

3. That kind of travel is nice, but I would rather take a fast jet like the Concorde. ____________

4. When I get to London, I want to visit the Tower of London and Buckingham Palace. ____________

5. Maybe I’ll pass by the official home of the prime ministers at 10 Downing Street. ____________

6. Is that address in the east, west, north, or south part of London? ____________

7. In France, I would go to the Louvre Museum. ____________

8. Did you ever hear how excited the people of Paris were when Charles Lindbergh landed his plane, Spirit of St. Louis, near the city in 1927? ____________

9. I would like to see a sight like the planet Venus over the famous Eiffel Tower in Paris, too. ____________
A. 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. On our trip to the west, we saw the geyser they call old faithful. ______________
2. Early in June we plan to climb castle peak in colorado. ______________
3. First we’ll hike up from ashcroft and ski in montezuma basin. ______________
4. Violent typhoons occur in the south china sea, which is really the western part of the pacific ocean. ______________
5. The blue ridge parkway leads to great smoky mountains national park. ______________
6. Was it *apollo 11* that blasted into outer space in 1969? ______________
7. Did you know that the george washington bridge connects fort lee, new jersey, with new york city? ______________
8. In 1934, the burlington *zephyr*, the first passenger train powered by a diesel-electric locomotive, began service. ______________
9. Which planet has rings, saturn or jupiter? ______________
10. In 1492, the *santa maria* arrived in the bahamas. ______________
11. I wonder if I’ll still be around the next time Halley’s Comet is visible from Earth. ______________
12. On a visit to the middle east, you can see the ancient city of jerusalem. ______________

B. Capitalizing Names of Places in a Paragraph

Underline the words that should be capitalized in the following paragraph.

London, England, is one of the oldest cities in the world. Long ago, the city which we now call London was really two cities—the City of London and the City of Westminster. The City of London started out as an outpost of the Roman empire around A.D. 43. The City of Westminster was built around 1,000 years later. Now London is so big that it includes both of the ancient cities and much more. In this huge city, you can see sights such as the London Bridge over the Thames River. You can visit famous places such as Trafalgar Square and Piccadilly Circus, which is really not a circus. Instead, it is a big traffic circle. In fact, since the traffic is so heavy in London, it’s best not to drive at all. Most visitors travel around the city on the subway called the London Underground.
A. Capitalizing Names of Places

On the lines, write a list of five real or imaginary places you would like to visit in your life. Write as much of the address of the place as you know. For some, you may know the street address, the city, the state, the country, the continent, the hemisphere, the planet, and the galaxy. For others, you may know only part of that information.

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B. Using Capital Letters in Writing

Write a description of your hometown for a travel brochure. Mention important landmarks, main streets, nearby cities or towns, mountains, lakes, rivers, or oceans. Tell readers what they are likely to see, hear, or experience at some of those places. Try to make your city attractive to people who like to travel.

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Use capital letters for the following:

- all of the important words in names of organizations, institutions, stores, and companies.
  
  Jackson Garden Club  Madison Middle School  Village Market

- names of historical events, periods, and documents
  
  War of the Roses  Mesozoic Era  Treaty of Ghent

- abbreviations B.C., A.D., A.M., and P.M.
  
  6:20 A.M.  130 B.C.

- names of months, days, and holidays but not the names of seasons except when used as part of a festival or celebration
  
  Sunday, March 4  Thanksgiving Day  Annual Spring Concert

- names of special events and awards
  
  Newbery Medal  Millersburg Festival

- brand names of products but not a common noun that follows a brand name
  
  Cold Comfort ice-cream sandwich

Identifying Correct Capitalization

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

1. Students from Mitchell Middle School are studying the 19th century in their American history class.

2. They recently learned about a time known as the era of good feeling, when James Monroe was president.

3. President Monroe is also known for the Monroe Doctrine, a document that told the powers of Europe to keep their hands off the Western Hemisphere.

4. However, probably the most important event during the 19th century in the United States was the civil war.

5. The students read the famous Gettysburg Address, given by Abraham Lincoln at the Gettysburg National Cemetery.

6. On May 23, the school will have its American history celebration.

7. The winner will receive the Mitchell History Prize.

8. Entries such as videos, plays, and posters will be accepted until Tuesday, May 22.

9. Judges from Mitchell Public Library and Mitchell City Hall will judge the entries.

10. The prizes will be awarded at 8:00 p.m.; the winner will also get coupons for Findaway Maps from the local map store.
Organizations and Other Subjects

A. Capitalizing Names of Organizations and Other Subjects

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

1. My sister is looking forward to Valentine’s day on February 14.
2. Some of us visited the Museum of Technology and Industry on Friday.
3. The Holy Roman Empire was much weaker after the Thirty Years’ War.
4. The University of Danvers in Texas has a good law school.
5. How will the Sanderson Environmental Club observe Earth Day?
6. In 1919 the Treaty of Versailles helped to end World War I.
7. Don’t forget to buy me a Wonder Marker to use for my poster display.
9. Last Friday, Ms. Cummings started working for Comfort Shoes, Inc.
10. This summer Carla joined the League of Concerned Voters.

B. Capitalizing Correctly

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

1. Is Northern Middle School near Kennedy Hospital?
2. The Stephens Planetarium will change its program in January.
3. I packed two pairs of Fitrite socks for the hiking trip this fall.
4. The Spring Prom begins on April 30 at 8:30 p.m. in the Striker Auditorium.
5. Will Cleo Press Publish Joe’s book about the Great Depression?
6. The Fourth of July picnic is always fun.
7. Back in the Middle Ages, King John of England signed the Magna Carta.
A. Proofreading for Capitalization Errors
Read the following speech given at a school awards ceremony. Draw three lines under any letters that should be capitalized but are not.

**EXAMPLE** Welcome to our recognition day ceremony.

Revere middle school is proud to honor some of its students at this recognition day ceremony. The students we honor have helped their community in many ways—from serving turkey on Thanksgiving day to reading to disabled veterans of the Vietnam war. They have worked at the Golden Times nursing home and have given up their Saturday mornings to tutor other students here at Revere middle school. We are proud to award the Revere community helpers award to these students. After the ceremony, please join us for punch and cookies in the cafeteria.

B. Using Capitalization in Writing
Write sentences that combine names from any two categories listed below. First tell the categories you have chosen. Then write your sentence.

<table>
<thead>
<tr>
<th>organizations</th>
<th>institutions</th>
<th>stores</th>
<th>companies</th>
<th>historical periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>historical documents</td>
<td>awards</td>
<td>days</td>
<td>brand names</td>
<td>months</td>
</tr>
<tr>
<td>abbreviations</td>
<td>events</td>
<td>holidays</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**EXAMPLE** I am combining brand names and time abbreviations.

I wonder if people in 5000 B.C. would have liked Super shoes?

1. I am combining __________________ and __________________.
   Sentence: ______________________________________

2. I am combining __________________ and __________________.
   Sentence: ______________________________________

3. I am combining __________________ and __________________.
   Sentence: ______________________________________

4. I am combining __________________ and __________________.
   Sentence: ______________________________________

5. I am combining __________________ and __________________.
   Sentence: ______________________________________