

CAPITAL LETTERS

Capitalize

1. **The first word of every sentence.**
2. **The first word of every direct quotation.**

He said, "We've jogged two miles."

"We've jogged two miles," he said, "and I feel great." (The *and* is not capitalized because it doesn't begin a new sentence.)

"We've jogged two miles," he said. "It makes me feel great." (*It* is capitalized because it begins a new sentence.)

3. **The first, last and every important word in a title.** Don't capitalize prepositions, short connecting words, the *to* in front of a verb, or *a, and, the*.

I've been reading Bulfinch's *The Age of Fable*.

We read Swift's "A Modest Proposal" last year.

4. **Names of people, places, languages, races, and nationalities.**

Grandfather Davis

Japan

Chicano

Uganda

English

Indian

5. **Names of months, days of the week, and special days, but not the seasons.**

February

Fourth of July

spring

Wednesday

Thanksgiving

summer

6. **A title of relationship if it takes the place of the person's name.** if my (or a similar word) is in front of the word, a capital is not used.

I think Mother wrote to her.

but

I think my mother wrote to her.

She visited Aunt Rhonda.

but

She visited her aunt.

7. **Names of particular people or things, but not general ones.**

I spoke to Professor Walsh.

but

I spoke to the professor.

We sailed o the Wabash River.

but

We sailed on the river.

Are you from the Midwest?

but

We turned west.

I take Art 300 and French 101.

but

I take art and French.

I went to Weber High School.

but

I was in high school last year.

He goes to Richland College.

but

He's going to college now.