

Capitalization – Simplified Rules

- 1) Always capitalize the first word in a sentence.
- 2) Capitalize the name of a specific person, place, or thing.

The tuition at Washtenaw Community College is quite reasonable.

BUT: The community college that Betty attends is on Huron River Drive.

Neal attended Pioneer High School.

BUT: He finished high school in 1994.

I asked Mom if she would lend me \$50.00.

BUT: My mom refused to lend me any money.

- 3) Always capitalize the word “I.”
- 4) Capitalize the first word of a direct quotation unless it is only a part of a sentence that the person spoke:

Mark said, “Your sister is in serious trouble.”

I agreed with Mark when he said Shirley was “in serious trouble.”

- 5) In titles, always capitalize the first word. Capitalize all the other words except the following:
a, an, the, and, or, in, on, at, of, to, by, with, for, from

Practice: Add capital letters where needed in the following sentences.

- 1) when I was a junior in high school, we read poe’s fall of the house of usher in my american literature class.
- 2) an uncle of mine, who recently receive his Ph,D. in geology from harvard university, witnessed the 1980 eruption of mount st. helens, which is in the cascade range in the state of washington, southeast of seattle.