



Capitalization = the use of capital letters in sentences.

Key Rules

Start a proper noun (name of people, places and things) with a capital letter.

Examples:

1. Names or titles of people (**specific names**)

You capitalize the first letters of a person's first, middle, and last name.

Sathya Kateel Rao

This lady has a first name: Sathy

She has a middle name: Kateel

She has a last name: Rao

But: John **van** Ginkel: **van** is not a middle name.



Jonathan Turner
Frazier

We also capitalize suffixes such as:

Sr. Jr. the Great, the Magnificent

Titles

Mr. Ms. or Dr. but also President Kennedy.



Alexander the Great

2. Names of mountains, mountain ranges, hills and volcanoes (**specific places**)

The word 'hill' is not a proper noun but 'Blueberry Hill' is

because it's the name of one specific hill.

Use a capital letter to begin each word in the name of a mountain.



Rocky Mountains

Mount Everest, Appalachians, San Juan Hill or volcano: Mount Vesuvius.

3. Names of bodies of waters (rivers, lakes, oceans, seas, streams and creeks) (specific waters)

Rhine River



The rules that apply to mountain names also apply to water names.

A river is a river, but the Mississippi River is a proper noun and must be capitalized, just like Lake Geneva, the Pacific Ocean and the Indian Ocean.

4. Names of buildings, monuments, bridges and tunnels

Man-made structures also often have names.

White House, Eiffel Tower, Statue of Liberty,
Golden Gate Bridge, Titanic and Sydney Opera House.



Taj Mahal

5. Street names

Capitalize the actual name and the road part of the name.

Bangkok Road, Hampton Street, Beach Boulevard.



6. Schools, Colleges and Universities

All the words in the name of an educational institution should be capitalized.

Oxford University, Papong Primary School, Johnson Town Community School.



Mahidol University

7. Continents, regions, countries, states, counties, cities and towns

Continents: Australia, Europe, South America, Asia

Countries: France, Holland, America, Myanmar

Cities: Beijing, Moscow, Berlin, Tokyo

Towns: Neerkant, Meijel, Maria Town,





8. Titles of books, movies, magazines, newspapers, articles, songs, plays and works of art

When 'and', articles or prepositions are involved and they are in the first word of the name of a work, they must be capitalized.

The Washington Post

The Glass Menagerie

A Few Good Men



Dances with Wolves

However if any of these words come in the middle of the title, they are not capitalized.

Of Mice and Men

9. The first letter in a sentence

Always capitalize the first letter of a sentence. If the sentence is a quotation (" ") within a longer sentence, capitalize it, but only if it's a complete sentence.

10. The pronoun 'I'

The pronoun 'I' is always capitalized.

I only eat what I like.

Punctuation

1. Comma



Use commas to separate an independent sentence in a sentence

The game was over, but the people refused to leave.

Yesterday was his sister's birthday, so he took her out for dinner.

Use commas after introductory words, phrases, or clauses that come before the main clause

While I was taking a shower, the cat scratched at the door.

If you are ill, you should see a doctor.

Introductory words that should be followed by a comma are: yes, however, and well

Yes, you can come to the party.

Well, let's look what we can do.

However, he refused.

Use a pair of commas to separate an aside sentence from the main body of the sentence

Peter and Irina, the couple from next door, are getting married tomorrow.

The Oxford comma

We use the Oxford comma when we deal with lists.

All the items in a list of three or more items are separated.

I love apples, pears, and oranges.

However, it is allowed to write: I love apples, pears and oranges.

Use commas to set off all geographical names, items in dates, addresses, and titles in names

Birmingham, Alabama, gets its name from Birmingham, England.

July 22, 1959, was an important day in his life.

Use a comma to shift between the main discourse and a quotation

John said without emotion, "I'll see you tomorrow."

2. Period of Full Stop

The primary use of a period is to end a sentence. Its second important use is for abbreviations.

In our course we learn that the period is always included for abbreviations.

Mr. Jones was happy to see his wife.

If an abbreviated phrase is pronounced, we do not include periods.

NASA is correct. N.A.S.A is incorrect.



3. Question Mark

The question mark is an easy punctuation mark to use. It has only one use.

It comes at the end of a sentence which is a question.

How many people will come to the party?

You do not add a period when using a question mark. You also do not use a combination of question marks and exclamation marks in formal writing, though this is acceptable in informal writing.

Be careful that you don't use a question mark when it's not needed.

Wrong: I wonder how many people will come to the party?

While you are expressing a thought that seems to require an answer, you are doing so with a statement.



4. Exclamation Mark

Only use an exclamation mark when you issue a command or speak forcefully!

As in the case of the question mark, do not follow this with a period and do not combine it with other punctuation marks. Oh, and only one is needed. Two or three exclamation marks in a row is completely unnecessary.

5. Quote (Quotation) Marks



Quotation marks are used to quote (repeat) another person's words exactly, whether they are spoken, or written.

John said, "Let's go shopping." Note the capitalization of, "Let's".

Quotation marks can also be used to denote/show irony or sarcasm, or to note something unusual about it:

The great march of "progress" has left millions impoverished and hungry.

Punctuation with quotations.

Punctuation that belongs to the original quote should be inside the quote marks.

Philip asked, "Do you need this book?" (position of question mark)

Punctuation relating to the entire sentence should be outside.

Does Dr. Lim always say to her students, "You must work harder"? (position of question mark)

Always put colons and semicolons outside quotes.

Put commas and periods inside quotations.

6. Colon

A colon should be used after a complete statement to introduce one or more directly related ideas such as a list.

The daily newspaper contains four sections: news, sports, entertainment and politics.

Her teaching was really good: students were active, behaved well and learned a lot.

The colon is also used to separate hours, minutes and seconds: 14:59:06

7. Semicolon



Use a semicolon to join related independent sentences.

Jane overslept by three hours; she was going to be late for work again.

The semicolon is also used to separate items in a series if the elements of the series already include commas.

Members of the band are: Harold Rostein, clarinetist; Tony Aluppo, tuba player; and Lee Jefferson, trumpeter.

8. Apostrophe



The apostrophe has three uses:

1. **Forming possessive nouns.**
2. **Showing the omission of letters.**
3. **To show certain plurals of lowercase letters.**

Forming possessives

The boy's hat.

A three days' journey.

Showing omission

He'll go. = He will go.

Could've is could have

Forming plurals of lowercase letters

Write three p's and six q's.



9. Parentheses ()

Parentheses are sometimes and sparingly used for adding extra, unimportant information, to a sentence.

Before arriving at the station, the old train (a relic from World War I) caught fire.

10. Hyphen —

Use a hyphen to join two or more words serving as a single adjective before a noun.

chocolate-covered peanuts

Don't use the hyphen when the noun comes first.

The peanuts are chocolate covered.

Use a hyphen with compound numbers

Forty-five

Use a hyphen with the prefixes ex- (meaning former), self-, all-; with the suffix -elect; between a prefix and a capitalized word; and with figures or letters

ex-husband

self-assured

mid-September

all-inclusive

mayor-elect

anti-American

T-shirt

pre-Civil War

mid-1980

Summary Capitalization

<i>Names or titles of people (specific names)</i>	Capitalize first, middle, and last name.	Sathya Kateel Rao
<i>Capitalize suffixes</i>	Sr. Jr. the Great	Alexander the Great, John Jr.
<i>Titles</i>	Mr. Ms. or Dr. President Kennedy	Ms. Joana Miller
<i>Names of mountains, mountain ranges, hills, and volcanos</i>	Use a capital letter to each word.	San Juan Hill, Mount Vesuvius
<i>Names of bodies of waters</i>	rivers, lakes, oceans, seas, streams and creeks	Mississippi River, Lake Geneva
<i>Names of buildings, monuments, bridges and tunnels</i>	Man-made structures	White House, Eiffel Tower, Statue of Liberty
<i>Street names</i>	Actual name and road part.	Bangkok Road, Beach Boulevard
<i>Schools, Colleges and Universities</i>	All the words in the name.	Oxford University, Papong Primary School
<i>Titles of books, movies, magazines, newspapers, articles, songs, plays, and works of art</i>	Prepositions in the first word must be capitalized.	Dances with Wolves The Washington Post Of Mice and Men
<i>The first letter in a sentence</i>	If the sentence is a quotation within a longer sentence, capitalize it, but only if it's a complete sentence.	
<i>The pronoun "I"</i>	Always capitalize the "I".	I only eat what I like.

Summary Punctuation

<i>comma</i>	Separates an independent sentence in a sentence.	The game was over but the crowd refused to leave.
	After introductory words, phrases, or clauses that come before the main clause (yes, however, and well).	Yes, you can come to the party.
	Use a pair of commas to separate an aside sentence.	Peter and Irina, the couple from next door, are getting married tomorrow.
	In lists.	I love apples, pears, and oranges.
	Use commas to set off all geographical names, items in dates, addresses, and titles in names.	Birmingham, Alabama July 22, 1957
<i>period or full stop</i>	To end a sentence and for abbreviations.	Mr. Jones was happy to see his wife.
<i>Question mark</i>	At the end of a sentence which is a question.	How many people will come to the party?
<i>Exclamation Mark</i>	Only use an exclamation mark when you issue a command or speak forcefully!	Don't do that!
<i>Quote Marks</i>	To quote another person's words exactly.	John said, "Let's go shopping."
	To denote/show irony or sarcasm.	The great march of "progress".
	Punctuation that belongs to the original quote should be inside the quote marks. Punctuation relating to the entire sentence should be outside.	"Do you need this book?"

Does Dr. Lim always say to her students. "You must work harder"?

Colon	After a complete statement to introduce one or more directly related ideas such as a list.	The daily newspaper contains 4 sections: news, sports, entertainment, and politics.
Semicolon	Use a semicolon to join related independent sentences. Also used to separate items in a series if the elements of the series already include commas.	Jane overslept by 3 hours; she was going to be late for work again. Members of the band are: Harold Rostein, clarinetist; Tony Aluppo, tuba player.
Apostrophe	Forming possessives, showing the omission of letters, and showing plurals of lowercase letters.	The boy's hat. A three days' journey. He'll go.
Parentheses	For adding extra, unimportant information, to a sentence.	Before arriving at the station, the old train (a relic from World War I) caught fire.
Hyphen	To join two or more words serving as a single adjective before a noun. With compound numbers. With the prefixes ex- (meaning former), self-, all-; with the suffix -elect; between a prefix and a capitalized word; and with figures or letters:	Chocolate-covered peanuts. Forty-five Ex-husband, self-assured, mid-September, all-inclusive, mayor-elect, anti-American, T-shirt, pre-Civil War, mid-1980's

Capitalization Exercise 1; rewrite the sentences.

1. berlin is the capital of germany.

2. we don't have classes in july and august.
_____.
3. some people have to work on saturday and sunday.
_____.
4. the twin towers are in malaysia's capital kuala lumpur.
_____.
5. we crossed the golden gate bridge near san francisco.
_____.
6. we took an airplane from london heathrow.
_____.
7. vincent van gogh, the famous dutch painter, lived in the province noord brabant in holland.
_____.
8. In bangkok you can find the famous temples: wat arun, wat pho, and wat phra kaeo.
_____.
9. the famous musee du louvre in paris is closed on tuesday.
_____.
10. charles dickens wrote the classic, oliver twist, about life in england.
_____.
11. i like mathematics but i don't like english.
_____.
12. In london we also visited 10 downing street, the home of the british prime minister.
_____.
13. jk rowling is the writer of the famous harry potter fantasy series.
_____.
14. russia is not a member of nato.
_____.
15. lydia and jack are members of greenpeace.
_____.

Key

1. Berlin is the capital of Germany.
2. We don't have classes in July and August.

3. Some people have to work on Saturday and Sunday.
4. The Twin Towers are in Malaysia's capital Kuala Lumpur.
5. We crossed the Golden Gate Bridge near San Francisco.
6. We took the airplane from London Heathrow.
7. Vincent van Gogh, the famous Dutch painter, lived in the province Noord Brabant in Holland.
8. In Bangkok you can find the famous temples: Wat Arun, Wat Pho, and Wat Phra Kaeo.
9. The famous Musee du Louvre in Paris is closed on Tuesday.
10. Charles Dickens wrote the classic, Oliver Twist, about life in England.
11. I like mathematics but I don't like English.
12. In London we also visited 10 Downing Street, the home of the British Prime Minister.
13. J.K. Rowling is the writer of the famous Harry Potter fantasy series.
14. Russia is not a member of NATO.
15. Lydia and Jack are members of Greenpeace.

Capitalization Exercise 2

Correct the capitalization errors.

dear parents,

you are invited by our local p.t.a. to attend a picnic at goldhead park.

it is the annual oakwood elementary school get-together.

the picnic will be on saturday, june 6. please bring food for your family; drinks may be bought at the park.

at three o'clock superintendent james l. hanna will discuss the building program.

please come!

sincerely,

ms. laverne howard

president p.t.a.

Key

Dear parents,

You are invited by our local P.T.A. to attend a picnic at Goldhead Park.

It is the annual Oakwood Elementary School get-together.

The picnic will be on Saturday, June 6. Please bring food for your family; drinks may be bought at the park.

At three o'clock Superintendent James I. Hanna will discuss the building program.

Please come!

Sincerely,

Ms. Laverne Howard

President P.T.A.

Capitalization and Punctuation Exercise I.

1. i met Leah at the shopping mall

2. carol is an old friend of mine

3. thai language is not easy to learn

4. miss Jane that kind woman is my teacher

5. the eiffel tower is in paris

6. it was very hot yesterday and tuesday

7. who was the first man to win an Oscar

8. james and virginia were not at home

9. he has a self made watch

10. my family supports the red cross organization

11. on fridays we order pizza from domino's

12. do you know who was an american president abraham lincoln or nelson mandela

13. i didn't play the drums in january because patricia my sister had many headaches

14. my favourite song is we will rock you

15. on saturday i will see the movie bridge on the river kwai and eat at mcdonalds

Key

Capitalization and Punctuation exercise 1

1. I met Leah at the shopping mall.
2. Carol is an old friend of mine.
3. Thai language is not easy to learn.
4. Miss Jane, that kind woman, is my teacher.
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