Name:	Date:

TEACHER'S VERSION Capitalization Notes 4: Pages 295-298

Using Capitalization for Proper Adjectives (14.1.15)

When a proper noun or form a a proper noun is used to **describe** another noun, it is called a proper adjective. Proper adjectives usually need a capital letter.

Capitalize most proper adjectives.

In the following examples, notice that both proper **nouns** and proper **adjectives** are capitalized. Common nouns that are modified by proper adjectives, however, are not capitalized.

Directions: Highlight the capital letters in the examples below.

PROPER NOUNS: World War I, Canada

PROPER ADJECTIVES: a World War I battle, a Canadian flag

The names of some countries and states must be **modified** to be used as proper adjectives. For example, something from Kenya is **Kenyan**, someone from Texas is Texan, a chair from Spain is a Spanish char, and a building in France is **French** building.

Brand Names as Adjectives (14.1.16)

Trademarked brand names are considered to be proper nouns. If you use a brand name to describe a common noun, the brand name becomes a proper adjective. In this case, capitalize **only** the proper adjective and not the common noun.

Capitalize brand names used as adjectives.

Directions: Highlight the capital letters in the examples below.

PROPER NOUN: **H**ealthy **G**rains

PROPER ADJECTIVE: Healthy Grains cereal

Notice that only the proper adjective *Healthy Grains* is capitalized. The word **cereal** is not capitalized because it is a common noun; it is not part of the trademarked name.

Using Capitalization for Titles of People (14.1.17)

A person's title shows his or her or **relationship** to other people. Whether a title is capitalized often depends on how it is used in a sentence.

Social and Professional Titles

Social and professional titles may be written before a person's name or used alone in place of a person's name.

Capitalize the title of a person when the title is followed by the person's name or when it is used in place for a person's name in direct address.

BEFORE A NAME: Detective O'Toole and Doctor Perkins have arrived.

IN DIRECT ADDRESS: Look, Sergeant, the fingerprints match!

Directions: Fill in the chart below. List at least three examples from your *Grammar*Handbook (page 296).

Titles of People:

Social	
Business	
Religious	
Military	
Government	

In most cases, **do not** capitalize titles that are used alone or that follow a person's name—especially if the title is **preceded** by the articles *a, an,* or *the*.

Directions: Highlight the capital letters in the examples below.

Examples: Samantha Rodgers, the doctor on call, will be able to see you.

Tell your senator how you feel about the issue.

My cousin Ralph, who is a private in the army, will be home on leave soon.

Government Officials 14.1.18

Capitalize the **titles** of government officials when they immediately precede the name of specific officials. If no person is named, these titles should be written in lower case.

Directions: Highlight the capital letters in the examples below.

EXAMPLES: President Obama will answer questions from reporters after the speech.

The club president will answer questions after the speech.

Mayor Walker will speak to the people about conserving energy.

The mayor of a large city is responsible for energy conservation and planning.

Note: Certain **honorary** titles are always capitalized, even if the title is not used with a proper name or direct address. These titles include the First Lady of the United States, Speaker of the House of Representatives, Queen Mother of England, and the Prince of

Titles for Family Relationships 14.1.19

Wales.

Capitalize titles showing **family** relationships when the title is used with the person's name or as the person's name—except when the title comes after a **possessive** noun or pronoun.

Directions: Highlight the capital letters in the examples below.

BEFORE A NAME: We respect Uncle Frank's opinion.

IN PLACE OF A NAME: Is Grandmother going?

AFER POSSESSIVES: Alan's father is the team captain.

Notice that the family title *father* used in the last example is not capitalized because it is used after the possessive word *Alan's*.