Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Capitalization Notes 5: Pages 299-302**

**Using Capitalization for Titles of Works**

Capital letters are used for the titles of things such as written works, pieces of art, and school courses.

Capitalize the first word and all other key words in the titles of books, newspapers, magazines, short stories, poems, plays, movies, songs, and artworks.

Do not capitalize articles (a, an, the), prepositions (of, to), and conjunctions (and, but) that are fewer than four letters long unless they begin a title. Verbs and personal pronouns, no matter how short, are always capitalized in titles.

Example: “Overdoing It” by Anton Chekhov

**Using Capitalization in Letters**

Several parts of friendly and business letters are capitalized.

In the heading, capitalize the street, city, state, and the month.

Examples: Main Street, Newton, Ohio, May

In the salutation, capitalize the first word, any title, and the name of the person or group mentioned. In the closing, capitalize the first word.

Examples:

 Salutations: My dear Susan, Dear Uncle Steve,

 Closings: Your friend, Yours truly, Love,

Practice:

1. I looked it up in the *encyclopedia international.*

3. We watched the movie *the lion king.*

5. She performed “the star-spangled banner.”

7. My dad reads *the daily express*.

9. My parents saw the play *the merchant of venice*.

11. I signed up for an english class.

13. He sang “pennies from heaven.”

15. Mark Twain is the author of *the adventures of tom sawyer*.

17. Rudyard Kipling wrote “the sing-song of old man kangaroo.”

19. Have you ever seen the painting *the potato eaters*?

**Using Capitalization in Abbreviations, Acronyms, and Initials**

An abbreviation is a shortened form of a word or phrase. An acronym is an abbreviation of a phrase that takes one or more letters from each word in the phrase being abbreviated.

In general, capitalize abbreviations, acronyms, and initials if the words or names they stand for are capitalized.

Examples

 Initials: E.B. White

 Titles: Rev. Martin Luther King Jr.

 Academic Degrees: Mei Yan, M.D., Ben King, Ph.D.

 Acronyms: NASA, UNICEF

Abbreviations for most units of measurement are *not* capitalized.

 Example: ft (feet) tsp (teaspoon)

Capitalize abbreviations that appear in addresses.

Use a two-letter state abbreviation without periods only when the abbreviation is followed by a ZIP Code. Capitalize both letters of the state abbreviation.

 Example: Austin, TX

Capitalize acronyms that stand for proper nouns, such as businesses, government bodies, and organizations.

Spell out the name of an organization and include its acronym in parentheses the first time you use it. Use only the acronym in later references.

 Example: You may have heard of the Internal Revenue Service (IRS). The IRS collects federal taxes.

Practice:

1. I addressed the letter to mr. William Park.

3. Benjamin O. Davis jr. organized the Tuskegee Airmen.

5. Ben Carson, m.d., is one of the country’s leading surgeons.

7. According to a Gallup poll, rev. Billy Graham is one of the country’s most admired people.

9. His new address is Los Angeles, ca 90001.

11. Some great science fiction stories were written by h.g. Wells.

13. He’s a member of the cap (civil air patrol).

15. The Chicago transit authority (cta) is a city government department.

17. The spca (society for the prevention of cruelty to animals) has an important job protecting animals.

19. Madame c.j. Walker was the first African American woman to become a millionaire.

\*All notes and content is from Prentice Hall’s *Grammar Handbook*.\*