

Choices: Investigating Capital Letters

Here's your chance to step out of the grammar book and into the real world. You may not realize it, but examples of mechanics appear in your life every day. The following activities challenge you to see how capital letters function in the world around you. Do the activity below that suits your personality best, and then share your discoveries with your class.

GEOGRAPHY

A Mixed Bag

Americans have diverse ancestries. In your own classroom you may find people with ties to many places around the world. How many? Find out. Hand out a slip of paper to everyone in the class, and ask each person to write down the native country or countries of their ancestors. Then, get a copy of a world map and record your classmates' ancestries on it.

FOREIGN LANGUAGES

When in Rome

Research this question: Do all languages have capital letters? Research capitalization use in a few languages other than English, and report your findings to the class. Provide relevant examples of these languages if you can.

COMPUTERS

A Font for Every Purpose

Computers have made a variety of wonderful fonts available to the general public. If you have access to a computer, you may be able to find hundreds of fonts. Pick at least ten of the coolest ones, and print them out. Make sure that the fonts you choose represent a variety of uses of capital letters. (Not all fonts use lowercase letters.) Next to each of your fonts, identify two or three appropriate situations for using this particular design. Post your fonts on the classroom wall.

HISTORY

Seven Wonders

Can you name all Seven Wonders of the Ancient World? Few people can. Find out about these structures, and prepare a short description of each one, making sure to capitalize correctly. Find illustrations if you can. Finally, prepare a brief presentation on the Seven Wonders, and share it with your class.

RESEARCH

Illuminated Manuscript

Go to the library and find a copy of a page or two from the *Book of Kells*, a gospel manuscript that is hundreds of years old. Show the class how this beautiful manuscript uses capital letters. Using your source material as a model, draw or paint your own illustration of script from the *Book of Kells*. Post your artwork in the classroom, along with a paragraph or two giving background information about this manuscript.

DESIGN

What's on the Menu?

You are the owner of a new restaurant. The trademark of your restaurant is entrees inspired by places all over the world. In fact, each item on your menu is named after a city, town, or country. What are you going to put on the menu—Boston baked beans or Vietnamese spring rolls, perhaps? As you design a menu for your new business, make sure that you include at least a dozen proper adjectives or nouns. You may want to look over international cookbooks for ideas. If you have access to a computer, you can make your menu look professionally printed. If you don't have access, that's fine—lots of fancy menus are hand printed.

WRITING

New Year's Eve

Before long, you'll be looking at another new year and people are going to be asking you, "What are your New Year's resolutions?" Think about the things that you would like to change in your life. Then, pick out ten of them. Write them down, using the format that follows: "Resolved: _____." Make sure that you capitalize the first word in the expression that follows each colon.

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First Words and *I* and *O*

13a. Capitalize the first word in every sentence.

Capitalize the first word of a directly quoted sentence.

EXAMPLE She said, “It will be hard to go home after this fun vacation.”

13b. Capitalize the pronoun *I*.

EXAMPLE Ira said that **I** was the best dancer in the show.

13c. Capitalize the interjection *O*.

EXAMPLE Guide and direct us, **O** Lord.

13d. Capitalize the first word in both the salutation and the closing of a letter.

EXAMPLES Dear Mr. Novato: Sincerely,

EXERCISE A In each sentence below, cross out any word that has an error in capitalization and write the corrected word above it.

Example 1. ^A ~~a~~ love for reading is a great thing to develop.

- When i was eight years old, my grandmother came to live with my family.
- She always used to say, “great books need to be read often.”
- Every night after dinner, my grandmother and i would settle down to read.
- On some evenings she’d say something like “o, great bookcase! What do you have for us?”
- then she’d close her eyes and pick the first book that she touched.

EXERCISE B In each item below, cross out any word that has an error in capitalization and write the corrected word above it.

Example [1] ^{Recently} ~~recently~~, I’ve become interested in the great naturalist John Muir.

[6] dear Annika,

[7] how are you? I just received your last letter. [8] as always, I enjoyed hearing your stories.

[9] I appreciated your description of your favorite book, so I thought i’d tell you about a great book I just read. [10] it’s a biography of John Muir, who founded the Sierra Club. [11] A man who fought hard to protect the wilderness, Muir once said, “climb the mountains and get their good tidings.” [12] After reading about him, i am eager to climb a mountain myself. [13] I haven’t climbed a real mountain yet, but i do like to improve my skills on indoor climbing walls. [14] maybe one day we could take a trip to a mountain together. Till then, I guess we’ll settle for writing letters.

[15] your friend,

Anna

Proper Nouns A

13e. Capitalize proper nouns.

(1) Capitalize the names of persons and animals.

Capitalize initials in names and abbreviations that come before or after names. For names that contain more than one part, capitalization may vary.

EXAMPLES Franklin **D.** Roosevelt **S**hep
 Willem **d**e Kooning **W**alter **d**e la Mare
Ms. **M**argaret **H**alloway **K**atie **B**rown, **M.D.**

EXERCISE A Circle all letters that should be capitalized in the following sentences.

Example 1. The professor named Jerald middleton seems to know everything there is to know about william shakespeare.

- Is there anyone in this class who can tell us Booker t. washington's middle name?
- I loved the picture Alex just sent us that shows her two cats, pumpkin and snowball.
- Her daughter's favorite essay was written by Dr. Martin luther King, jr.
- If you are looking for a good dentist, you may want to try Joseph Dawes, d.d.s.
- The newspaper story announced the company's new chief financial officer: shawn t. moddes.
- When I get my first dog, a sheltie, I will name her lassie.
- The directions say to turn left at the street just after the sign that says "Marcia Ford, M.d."
- While at her friend Mandy's house, Suzi felt awkward every time mandy's mother called out, "Here, susie!" and the family's poodle came running.
- Did the magazine article you read quote Herbert Martin, sr., or Herbert Martin, jr.?
- When she was in high school, Jackie Joyner-kersee was on the basketball, volleyball, and track teams.

EXERCISE B For each of the following types of common nouns, provide a corresponding proper noun. Be sure to capitalize each proper noun correctly.

Example Rebecca Lobo 1. name of a professional basketball player

- _____ 11. pet
- _____ 12. teacher
- _____ 13. U.S. president
- _____ 14. person in your class (include first name, middle initial, and last name)
- _____ 15. doctor (followed by appropriate abbreviation)

Proper Nouns B

13e. Capitalize proper nouns.

(2) Capitalize geographical names.

EXAMPLES the **G**ulf of **M**exico the **S**outhwest **P**rince **W**illiam **F**orest
Fifty-**f**irst **S**treet [The second part of a hyphenated street number is not capitalized.]

(3) Capitalize the names of planets, stars, constellations, and other heavenly bodies.

EXAMPLES **N**eptune **P**olaris **G**reat **N**ebraska

EXERCISE A For each item, write a *C* next to each common noun and a *P* next to each proper noun.

Example *P* 1. Cassiopeia

- | | |
|-----------------------------|-------------------------------|
| _____ 1. the Milky Way | _____ 6. Ursa Minor |
| _____ 2. a constellation | _____ 7. the large continent |
| _____ 3. the Indian Ocean | _____ 8. Mediterranean Sea |
| _____ 4. a beautiful ocean | _____ 9. a still, silent lake |
| _____ 5. the southwest peak | _____ 10. Pikes Peak |

EXERCISE B Circle all letters that should be capitalized in the following sentences. Draw a slash (/) through any incorrectly capitalized letters.

Example 1. A ~~C~~onstellation called the ~~S~~outhern ~~C~~ross appears on ~~A~~ustralia's flag.

- Does your Uncle live in a suburb of washington, d.c., or in the city itself?
- Reginald says to turn left on Thirty-Seventh street.
- The only constellation Shannon can recognize immediately is orion.
- The main business district of Omaha, nebraska, lies near the missouri river.
- The freshwater Lakes that empty into this river are known as the great lakes.
- Sharing its name with a mythological god, pluto is the smallest planet in our solar system.
- A certain species of wild monkey has been living on the famous rock of gibraltar for hundreds of years.
- To go from austin to san antonio, he gets on interstate 35 and starts driving south.
- My cousins have lived on peachtree lane in atlanta, georgia, for three years.
- The largest ice cap in iceland, vatna glacier, covers more than three thousand square miles.

Proper Nouns C

13e. Capitalize proper nouns.

(4) Capitalize the names of teams, organizations, institutions, and government bodies.

EXAMPLES Kansas City Chiefs Future Teachers of America

(5) Capitalize the names of historical events and periods, special events, holidays, and other calendar items.

EXAMPLES Malta Conference the Sixties Springfield Summer Fair

EXERCISE A Circle all letters that should be capitalized in the following sentences.

Example 1. I love to watch the city's fireworks display every year on the fourth of July.

- Will the post office be closed on columbus day this year?
- How many schools in the United States have the name trinity college or trinity university?
- The committee decided that the new school's teams would be known as the lincoln high panthers.
- To punish the colonists for the rebellion known as the boston tea party, England passed a series of laws that the colonists called the intolerable acts.
- Can you name the country where the matches of the next world cup will be played?
- My neighbor helped organize the parade for veterans day.
- Are you going to New Orleans during mardi gras?
- Next september a friend of Joe's will begin attending the university of redlands in California.
- The equal employment opportunity commission is known for combating workplace discrimination.
- Aretha's mom has been working downtown at the department of insurance for seven years.

EXERCISE B For each of the following common nouns, provide a corresponding proper noun. Be sure to capitalize each proper noun correctly.

Example Labor Day 1. holiday

_____ 11. professional baseball team

_____ 12. historical period

_____ 13. historical event

_____ 14. government body

_____ 15. organization

Proper Nouns D

13e. Capitalize proper nouns.

(6) Capitalize the names of nationalities, races, and peoples.

EXAMPLES Ojibway European Chinese Caucasian

(7) Capitalize the names of religions and their followers, holy days and celebrations, sacred writings, and specific deities.

EXAMPLES Roman Catholics Hanukkah Rig-Veda Allah

EXERCISE A In the items below, write a *C* next to each common noun and a *P* next to each proper noun.

Example C 1. nationality

- _____ 1. British
 _____ 2. land
 _____ 3. Germans
 _____ 4. deity
 _____ 5. Koran

EXERCISE B Circle all letters that should be capitalized in the following sentences.

Example 1. Have you ever taken part in a passover seder?

6. In Greek mythology, hermes is the cunning messenger of the gods known for his winged shoes and hat.
7. Brooke and Paige just bought tickets to see their favorite celtic band play on Saturday night.
8. Lauren's mom prepared a wonderful selection of food for the first night of rosh hashana.
9. The supreme deity of the Muslim religion, islam, is allah.
10. My two favorite dishes at that thai restaurant are ginger shrimp and cashew chicken.
11. We watched a video about the history of polynesian new zealanders, known as maoris.
12. As we drove down the street, we admired the architecture of the episcopal church to our left and the baptist church to our right.
13. When Corey visited India, she learned more about hinduism, which is the country's principal religion.
14. african culture was influenced by the egyptians, who provided Africa with its earliest civilizations.
15. One reason that Kevin is learning hebrew is to increase his understanding of the torah.

Proper Nouns E

13e. Capitalize proper nouns.

(8) Capitalize the names of buildings and other structures.

EXAMPLES Globe Theatre

Oakwood High School

Brooklyn Bridge

(9) Capitalize the names of monuments, memorials, and awards.

EXAMPLES Jefferson Memorial

Tomb of the Unknown Soldier

Newbery Award

EXERCISE A In the items below, write a *C* next to each common noun and a *P* next to each proper noun.

Example C 1. bridge

_____ 1. Big Ben

_____ 2. church

_____ 3. L. C. Anderson High School

_____ 4. Majestic Theater

_____ 5. medal

EXERCISE B Circle all letters that should be capitalized in the following sentences.

Example 1. The arc de triomphe in Paris stands above France's tomb of the unknown soldier.

6. I just noticed that construction is finally underway for atkins elementary school.

7. Did you know that the design for France's eiffel tower was chosen from a contest?

8. Tanya watched the country music awards on TV last night, but I decided to read.

9. The handprints of celebrities appear in concrete at mann's chinese theatre in Hollywood.

10. In 1940, William Saroyan, a writer whose work celebrates life, turned down a pulitzer prize for a play that he said was "no more great or good" than anything else he had written.

11. When we saw a show at the paramount theater last Wednesday, we parked across the street at the covington hotel's parking garage.

12. In Washington this past summer, Kira saw the white house and the lincoln memorial.

13. Once called the tokyo imperial museum, the tokyo national museum showcases Japanese calligraphy, paintings, swords, pottery, and many other kinds of art.

14. Suddenly, a booming voice came over the loudspeaker announcing that Mr. Romano had won our school district's educator of the year award.

15. The shape of the sydney opera house is hard to forget!

Proper Nouns F

13e. Capitalize proper nouns.

(10) Capitalize the names of trains, ships, aircraft, and spacecraft.

EXAMPLES *Sunset Limited* *Ajax* *Enola Gay* *Apollo 12*

(11) Capitalize the names of businesses and the brand names of business products.

EXAMPLES *Continental Airlines* *Hertz* *Saucony shoes* *Stetson hat*

EXERCISE A In the items below, write a *C* next to each common noun and a *P* next to each proper noun.

Example *P* 1. *Hill Country Flyer*

- _____ 1. train
 _____ 2. *USS Lexington*
 _____ 3. company
 _____ 4. Kraft
 _____ 5. *Sputnik*

EXERCISE B Circle all letters that should be capitalized in the following sentences.

- Example** 1. Every time Angela goes to oppollo's cafe, she orders the same thing: pasta primavera.
6. When the British ship *Carpathia* reached the *titanic* at 4:00 in the morning, just over seven hundred people were rescued.
7. The primary corporation that provides bus travel among cities in the United States and Canada is greyhound lines, inc.
8. Uncle Carlo was thrilled when he got the chance to unveil the sign at his brand-new store, cornerstone books.
9. Charles Lindbergh's plane, *spirit of st. louis*, had the most advanced aircraft instruments available in the late 1920's.
10. When my Australian friend Fiona says "nestlé," she pronounces the name of this company as if it rhymes with the word *wrestle*.

Proper Adjectives and Names of School Subjects

13f. Capitalize proper adjectives.

A *proper adjective* is formed from a proper noun and is capitalized.

PROPER NOUN

PROPER ADJECTIVE

Germany

a German scientist

Kansas City

a Kansas City landmark

Mexico

a Mexican artist

William Shakespeare

a Shakespearean play

13g. Do not capitalize the names of school subjects, except course names followed by numerals and languages.

EXAMPLES After lunch I go to French class and then to art and then to Algebra I.

EXERCISE A In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. My new classes are ^Sspanish and home economics.

- Our junior high offers french, spanish, and russian courses.
- The Chunnel connects England and France by way of the english Channel.
- Shakespeare was the most famous of the elizabethan playwrights.
- We studied the sculpture of Rodin in my Art History course.
- The canadian and mexican nations are two nations on the north american continent.
- I am taking an american history course as well as chemistry I.
- The United States bought the alaskan region from the russian government.
- Are you going to take government II in summer school?
- Must you complete algebra II before you can take a geometry class?
- In Mrs. Bard's Geography class this semester, we will focus on african and asian countries.

EXERCISE B For each proper noun, give a corresponding proper adjective. For each proper adjective, give a corresponding proper noun. You may consult a dictionary.

Example 1. Turkey Turkish

- Texas _____
- Celt _____
- Japan _____
- Jewish _____
- Scandinavia _____

Proper Nouns and Adjectives A

13e. Capitalize proper nouns.

EXAMPLES Hal K. Moss, M.D. Lebanon Uranus Boston Celtics
February Australia the Koran the *Enterprise*

13f. Capitalize proper adjectives.

EXAMPLES French Cornish South American European

13g. Do not capitalize the names of school subjects, except course names followed by numerals and languages.

EXAMPLES American history Geometry I art class German

EXERCISE A In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. Amy signed up to take ^S~~s~~wahili as her elective.

- I'd prefer to have lunch rather than dinner at bombay grill tomorrow.
- On May 7, 1915, the british passenger Ship *Lusitania* sank after being hit by a german torpedo.
- Do you remember when David hyde Pierce won the funniest male actor award at the TV guide Awards?
- After attending acting 101, aaron became even more outgoing than he had been in the first place.
- Even though she says she wants to try something new, Kara orders enchiladas every time she goes to a mexican Restaurant.

EXERCISE B For each proper noun, give a corresponding common noun. For each common noun, give a corresponding proper noun.

Example 1. continent Antarctica

- Norway _____
- singer _____
- Physics II _____
- building _____
- Houston Comets _____

Proper Nouns and Adjectives B

13e. Capitalize proper nouns.

EXAMPLES Ms. Alice Arkeketa Twenty-third Street Mars Bureau of the Interior
Zoroastrianism Mayflower Hotel Purple Heart Banana Republic

13f. Capitalize proper adjectives.

EXAMPLES Canadian Socratic Israeli Marxist

13g. Do not capitalize the names of school subjects, except course names followed by numerals and languages.

EXAMPLES Auto Mechanics I English literature government Russian

EXERCISE A In the items below, write a *C* next to each common noun and a *P* next to each proper noun.

Example *P* 1. Hillcrest Lane

- _____ 1. highway
_____ 2. New York City
_____ 3. French Literature 305
_____ 4. Avenue F
_____ 5. general

EXERCISE B In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. Though ~~K~~leenex is a ~~B~~rand ~~N~~ame, many people use this word when referring to any facial tissues.

6. The author of the controversial Magazine article was pat frost, m.d.
7. Earth is the fifth largest planet in the Solar System, and it is the third farthest away from the sun.
8. An architectural masterpiece that includes elements of greek and roman design, st. paul's cathedral stands in london, england.
9. Many Churches observe ash Wednesday by using ashes of palms burned after the previous year's palm sunday service.
10. Because his Poems mimic human thought, the works of the american poet john ashbery often do not have a logical beginning, middle, or end.

Titles Used with People

13h. Capitalize titles.

(1) Capitalize a person's title when the title comes before the person's name.

Generally, a title used alone or following a person's name is not capitalized, especially if the title is preceded by *a*, *an*, or *the*. However, a title used alone in direct address is usually capitalized.

EXAMPLES Captain Nemo Dr. Lo Ms. Kohari the colonel
How are you, Lieutenant? What did the lieutenant say?

(2) Capitalize a word showing a family relationship when the word is used before or in place of a person's name, unless the word follows a possessive noun or pronoun.

EXAMPLES That's Mom. That's my mom.
Aunt Toski Una's aunt Toski

EXERCISE A Two choices appear in parentheses in each of the following sentences. Circle the choice that has correct capitalization.

Example 1. We have to wait only fifteen more minutes until Uncle Marshall's, *uncle Marshall's* plane arrives from Minneapolis!

1. After a tense campaign, the Latin Club finally elected its next (*President*, *president*).
2. What day of the week will (*Dr. Karnik*, *dr. Karnik*) be taking another look at Catherine's sprained ankle?
3. If you want an opinion about crime in this town, just ask (*Constable Taylor*, *constable taylor*).
4. Serena's (*Sister Amy*, *sister Amy*) used to be a conductor of the Seattle Girls' Choir.
5. Our next-door neighbor was the (*Mayor*, *mayor*) of Des Moines over twenty years ago.

EXERCISE B In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. My ^m~~M~~om's insisting that I go to the ^d~~D~~octor.

6. The leader of the service this morning will be rabbi Schmidt.
7. If you ever get the chance to watch a trial at the Supreme Court, you will likely be impressed with the Justices and their knowledge of each case.
8. Signs all around town urged voters to reelect judge Perez.
9. The candidates thanked professor Sherman for arranging the round-table discussion.
10. Marta's Brother Marcus says he owes his interest in chemistry to professor Frazee.

Titles of Works

13h. Capitalize titles.

(3) Capitalize the first and last words and all important words in titles and subtitles.

EXAMPLES "Mild Attack of Locusts" *The Boston Globe* *The Nutcracker Suite*
 "Chapter 5: A Look into the Future" *Cats* *Dateline*
 "Home on the Range" *Star Trek III: The Search for Spock*

EXERCISE A In the items below, place a check mark next to each title with correct capitalization.

- Examples** 1. *A Separate Peace*
 2. *Yankee Thunder: the Legendary Life of Davy Crockett*
1. "Golden Door: A Nation Of Immigrants"
 2. *Who's The Boss?*
 3. *The Return of the Native*
 4. "Section Four: Sound Effects"
 5. *Hagar the Horrible*

EXERCISE B In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

- Example** 1. Lynne recommended that I buy a CD called *Ten Year ^Night* by Lucy Kaplansky.
6. Have you ever seen the TV show *the Dukes Of Hazzard*?
7. The ending of *Where The Red Fern Grows* is too sad for Rita to read more than once.
8. My mother's favorite song on her *shine* CD is "Letters To Katharine."
9. Today's *Mother Goose & Grimm* Comic Strip features the dog gnawing on its owner's shoes.
10. At Shelly's house we played *Asteroids hyper 64* for twenty minutes, then went outside and took a walk.
11. The April issue of *Reader's digest* contains an article by Connie Chung.
12. She saw James Stewart in the play *harvey* at the Lillian Beaumont Theater.
13. Aunt Helen gave me a copy of the book *Pride And Prejudice*.
14. Have you seen the play *evita*, the story of Eva Peron?
15. Your assignment for next week is to read "Chapter 18: The Power Of The People."

Titles A

13h. Capitalize titles.

(1) Capitalize a person's title when the title comes before the person's name.

EXAMPLES Senator Bradley the senator How are you, Senator?

(2) Capitalize a word showing a family relationship when the word is used before or in place of a person's name, unless the word follows a possessive noun or pronoun.

EXAMPLES Uncle Kele Len's uncle Dad my dad

(3) Capitalize the first and last words and all important words in titles and subtitles.

EXAMPLES *Star Wars: Return of the Jedi* Treaty of Versailles

EXERCISE A In the items below, place a check mark next to each word group with correct capitalization.

Examples _____ 1. *The Principles Of Aikido*
 _____ ✓ 2. *To Kill a Mockingbird*

- _____ 1. "Chapter 2: Lawns and Gardens"
 _____ 2. my uncle Ken
 _____ 3. *Tokyo extreme Racer*
 _____ 4. *Death of a Salesman*
 _____ 5. New Hampshire's Governor

EXERCISE B In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. How do you pronounce the word *live* in Lyle Lovett's album *Live ~~in~~ⁱ Texas*?

6. "Casey at the bat" may be the most famous baseball poem ever written.
 7. Jerome enjoyed the Columbia Symphony Orchestra's version of Aaron Copland's *Appalachian spring*.
 8. Do you think we could talk uncle Jerry into renting *A League Of Their Own* with us tonight?
 9. Even though it is short, The Gettysburg address effectively describes president Lincoln's vision of American democracy.
 10. I would love to get the chance to see the Broadway play *The lion King*, and then compare it to the movie.

Titles B

13h. Capitalize titles.

(1) Capitalize a person's title when the title comes before the person's name.

EXAMPLES Governor Benally the **g**overnor How are you, **G**overnor?

(2) Capitalize a word showing a family relationship when the word is used before or in place of a person's name, unless the word follows a possessive noun or pronoun.

EXAMPLES Cousin Abdul Otis's **c**ousin **G**randma my **g**randma

(3) Capitalize the first and last words and all important words in titles and subtitles.

EXAMPLES *The **M**essiah* the ***P**ost-**D**ispatch* ***A** Tale of **T**wo **C**ities* "The **G**ift of the **M**agi"

EXERCISE In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. "A Tragedy Revealed: ^Aa Heroine's Last Days" tells the story of Anne Frank.

- James Whistler's oil painting *Miss Cicely Alexander: harmony In Gray and Green* is realistic and striking.
- Who do you think will become the next Governor of Minnesota?
- The group of young Soldiers addressed colonel Ezba with a great deal of respect.
- How many recipes have you cut out of this issue of *Cooking light* magazine, grandmother?
- Car Wheels on A Gravel Road* by Lucinda Williams is a CD that aunt Shelby listens to constantly.
- The Professor who teaches Jake's genetics class recommended that the students read the book *jurassic Park*.
- Playing forcefully, the violin soloist amazed the audience with her performance in the production of Vivaldi's *the four seasons*.
- What time will aunt mary and uncle theo be coming to dinner this Friday?
- I find Walt Whitman's poem "o captain! my captain!" rather inspiring.
- Whenever she gets the chance, Stacy's Aunt Thera reads *the New York Times*.

Review A: Capitalization

EXERCISE A In each group of words below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. delivering the *San Francisco* ^C~~Chronicle~~ in ^B~~Berkeley~~

1. queen elizabeth II of great britain
2. the capital of missouri, jefferson city
3. 327 east seventy-second street, new york, new york
4. a Summer vacation in the mountains
5. the largest newspaper in the state of alabama

EXERCISE B In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. On our trip to Washington, D.^C~~c.~~, we saw the Lincoln ^M~~m~~emorial.

6. Of all of Harrison Ford's movies, i like *Raiders of The Lost Ark* the best.
7. Which song begins with the words "o beautiful, for spacious skies"?
8. You will be a fine member of the staff of Carnegie hospital, doctor.
9. The Golden Gate bridge is in San Francisco.
10. Drive West on Route 66.
11. Many texans cheer for the football team at the University of Texas.
12. Next winter we will visit my Grandmother in South Carolina.
13. The author Nadine Gordimer won a nobel prize in 1991.
14. Nova Scotia and New Brunswick are separated by the bay of fundy.
15. Brazil covers nearly half of the south american continent.
16. The United States celebrates its independence from england on the fourth of july.
17. The planet mercury is closer to the sun than is our own planet, earth.
18. Ernest hemingway wrote a book titled *the old man and the sea*.
19. The irish poet william butler yeats wrote "the wild swans at coole."
20. First-year students at houston high school must take algebra I.

Review B: Capitalization

EXERCISE A In each group of words below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. a new Huffy ^b~~B~~icycle

1. new hampshire's largest city, manchester
2. the Western side of Pyramid lake
3. a member of the united states congress
4. the *miami herald*, a large city newspaper
5. 803 south Fifteenth avenue, Wishtree, arkansas

EXERCISE B In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. ^T~~T~~he first time ^I~~i~~saw a lion was at the San Diego ^Z~~z~~oo.

6. Which Shakespeare character said "all the world's a stage"?
7. The poem begins "once upon a midnight dreary . . ."
8. In my art history class i saw a print of one of Dürer's etchings.
9. Toronto is the Canadian city closest to Niagara falls.
10. Wittenberg university is in the state of Ohio.
11. The german flag has three stripes—a red one, a gold one, and a black one.
12. In what year or years did Jack Nicholson win an academy award?
13. Last Summer I went swimming in Lake Erie.
14. farmers in the midwest grow most of the nation's wheat.
15. The Vikings were scandinavian explorers and adventurers.
16. Did you see the movie *planet of the apes*?
17. Mia and i enjoyed the french movie *the return of martin guerre*.
18. sophomores at harrington high school must take world history I.
19. When did you purchase your boat, The *Sandpiper*, captain?
20. College students really enjoy the dartmouth winter carnival.

Review C: Capitalization

EXERCISE In each sentence below, draw a slanting line through any error in capitalization and write the letter correctly above the error.

Example 1. Where did ~~my~~^M mom set my copy of *Great* ~~expectations~~^E?

1. Are you referring to the amy Shook who is a computer programmer in san Francisco?
2. One of my favorite CDs of all time is Sarah McLachlan's *surfacing*.
3. The tourist stood in front of a map on the wall at grand central station.
4. When you get to the day-care center called here we grow, ask for the director, whose name is melissa mallett.
5. According to legend, those who kiss the famous blarney stone, located near cork, ireland, will gain the ability to persuade others.
6. When their older sister graduated with two master's degrees, Beth and sally congratulated her by sending her a letter addressed to ellen Sharp, m.a., M.B.A.
7. What did aunt Tamisha think of the 1999 version of *a Midsummer Night's Dream*?
8. The reverend Michael Hunn, a chaplain at kent high school, coaches baseball.
9. The photography in *a River Runs Through It* made Maria's Mother want to visit Montana.
10. One of the history teachers from my sister's Middle School came in yesterday and showed us slides from his trip to santiago, the capital city of chile.
11. Our friend katie brown dreamt that she bought a tiny monkey and named him pepe.
12. Marcus Aurelius, who became Emperor of rome in A.D. 161, is associated with the Golden Age of rome.
13. Muted pinks and purples dominate Paul Ladnier's work *granby snow scene*.
14. After your Mom turns left, look for the sign that reads, "Isabel Price, d.d.s."
15. Was the USS *nimitz* named for the World War II U.S. admiral chester nimitz?
16. Gemma recommends the Web site of the Women's Sports foundation.
17. Julie loved her tour of the alhambra, a palace in granada, Spain.
18. Sharla's Mom is an English teacher at the local Middle School.
19. Missy's Uncle Bruce says that he always enjoys reading *The New Yorker*.
20. Dorothy jeakins won an oscar for her costume designs in *joan of arc*.

Proofreading Application: Web Page

Good writers are generally good proofreaders. Readers tend to admire and trust writing that is error-free. Make sure that you correct all errors in grammar, usage, spelling, and punctuation in your writing. Your readers will have more confidence in your words if you have done your best to proofread carefully.

Electronic card files are a helpful way for writers to display messages on a Web page. With the use of buttons, the author of a Web page links the viewer from the page's main section to secondary ones. Many of these secondary sections, or electronic card files, contain photographs with captions. In order to be taken seriously, Web page authors should use correct capitalization.

PROOFREADING ACTIVITY

Each item below is a photo caption in one Web site's electronic card files. Find and correct each capitalization error. Use proofreading symbols to make your corrections.

Example 1. New York is sometimes known as the Empire state.

1. New York serves as a major trade center in north america.
2. In search of a larger role in America's Trade, New York built the Erie canal.
3. immigrants from every part of the world have come to New York.
4. Italian, Irish, Chinese, and Hispanic immigrants—as well as Russian jews—figure prominently in New York's history.
5. Many immigrants have passed by the statue of Liberty on Liberty Island.
6. New York's transportation system, which includes John F. Kennedy International airport, also contributes to the state's trade success.
7. The Metropolitan museum encourages businesses to trade in this great city.
8. Columbia university draws some of the finest minds in the world.
9. Sites such as Niagara falls harness New York's rich natural resources.
10. Those who walk on Wall street experience a sophisticated culture that has taken Centuries to create.

Literary Model: Poetry

Southbound on the Freeway

by May Swenson

A tourist came in from
Orbitville, parked in the air, and said:

The creatures of this star
are made of metal and glass.

Through the transparent parts
you can see their guts.

Their feet are round and roll
on diagrams or long

measuring tapes, dark
with white lines.

They have four eyes.
The two in back are red.

Sometimes you can see a five-eyed
one, with a red eye turning

on the top of his head.
He must be special—

the others respect him
and go slow

when he passes, winding
among them from behind.

They all hiss as they glide,
like inches, down the marked

tapes. Those soft shapes,
shadowy inside

the hard bodies—are they
their guts or their brains?

I'm Nobody

by Emily Dickinson

I'm Nobody! Who are you?
Are you Nobody too?
Then there's a pair of us!
Don't tell! they'd banish us, you know!

How dreary to be Somebody!
How public—like a Frog—
To tell your name the livelong June
To an admiring Bog!

EXERCISE A One of these two poems follows a capitalization rule that applies only to poetry, while the other follows rules that apply to most sentences.

- Which poem breaks traditional rules of capitalizing nouns?

- How does Dickinson's method of capitalizing affect your reading of her poem? Does it create a particular style?

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Literary Model (continued)

3. How does Swenson’s method of capitalizing affect your reading of her poem? Does it create a particular style?

- EXERCISE B** Write a poem of at least ten lines. Use capitalization either to create a distinct style or to cause a reader to respond to certain words.

EXERCISE C

1. Explain the method of capitalizing that you used in your poem.

2. Do you think it would be effective to break traditional rules of capitalization in other forms of writing—for example, in book reports, essays, or business letters? Explain your answer.

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Writing Application: Brochure

“Capitalize all proper nouns” sounds easy enough, and writers rarely forget to capitalize people’s names. Looking through Rule 13e, however, you will see that many other proper nouns require capitalization. Keep in mind that names of *specific* people, places, and things are usually capitalized.

EXAMPLE Hal Rodgers, pitcher for the **Dusty Dervishes**, honed his pitching skills while attending **Heather Hills High School** back in his hometown of **Decatur, Iowa**.

WRITING ACTIVITY

Prepare a brochure for students in your school that features a school club or community organization. Explain the purpose of the organization, and give examples of its activities. If you’d like, include quotations from members about their experience with the organization.

PREWRITING Go to at least one meeting of the organization that you have chosen. Find out about the group’s goals, achievements, regular activities, and special events. Interview a few people associated with the group, and write down some of their responses; you may use one or more of those responses as quotations in your brochure. Be sure to write down important information such as leaders of the group, times when the group meets, and where the group’s meetings take place.

WRITING Decide how to organize your brochure. Write at least five short paragraphs that will be the text of your brochure. Determine whether or not your brochure will include artwork or photos, and design your piece accordingly.

REVISING Read over your text, and make sure you have followed all rules of capitalization. Also, think about the overall organization of your writing—have you covered all the important parts of the club you are profiling? Rearrange anything that seems out of place, and add any details you may have missed in your first draft.

PUBLISHING Using a computer or your own artistic talents, design your brochure’s layout—arrange the text and illustrations in an appealing way. Double-check the accuracy of information you have included, concentrating on the spelling and capitalization of all specific names. Then, create your brochure. Once you have turned your ideas into a brochure, you will be able to share your favorite school club with others.

EXTENDING YOUR WRITING

If you enjoyed this exercise, you could develop it into a larger writing project. Get together with one or two classmates, and combine your brochures into a catalog. First, write an introduction for your catalog, explaining why people should be interested in the clubs your catalog features. Then, come up with an interesting way to bring your brochures together. Make sure the descriptions of organizations in your catalog fit together in a coherent and interesting way.