

**Lesson Objective:** Tutees will be given two handouts to learn the basic capitalization rules, a video with specific examples, and a worksheet with exercises. This lesson is intended to be a resource for tutees to learn the rules of capitalization and put these rules to practice.

### Handouts:

- a. Capitalization: This handout provides a list of contexts in which capitalization is required, especially proper nouns.
- b. Capital Letters and Titles: This handout discusses the basic capitalization rule, how to capitalize and punctuate titles, and gives the tutee a paragraph to correct with the proper capitalization and punctuation.
- c. Capitalization Rules: This video will give tutees specific examples and visuals of when capitalization should or should not be used.
- d. Capitalization Worksheet: Tutees will be asked to correct the errors in the sentences or mark the sentences as correct.

Capital letters are necessary in the following circumstances:

1. **First word in a sentence or a direct quotation**
  - “My husband,” said Martha, “is a light eater. **W**hen it’s light, he starts to eat.”
2. **Names of persons and the word “I”**
  - At the picnic, **I** met Tony Curry and Lola Morrison.
3. **Names of particular places and geographic locations**
  - Gibbs **H**igh School; **H**ouston; the **S**outh; **H**oliday **I**nn.
4. **Names of days of the week, months, and holidays**
  - **M**emorial **D**ay falls on the last **M**onday in **M**ay.
5. **Names of commercial products**
  - **C**heerios breakfast cereal, **H**oward **J**ohnson’s ice cream, and **J**if peanut butter.
6. **Titles of and subtitles in books, magazines, articles, films, television shows, songs, poems, stories, papers that you write, sections in papers that you write, etc. (You capitalize the main words, not prepositions or articles).**
  - ***D**airy of a **Y**oung **G**irl; **T**he **Y**oung and the **R**estless; **T**he **N**ew **Y**ork **T**imes.*
7. **Names of companies, associations, unions, clubs, religious and political groups, and other organizations**
  - **C**ongress; **N**ational **R**ifle **A**ssociation; **J**ewish; **R**oman **C**atholic; **D**emocratic **P**arty.
8. **Names that show family relationships and titles when used with their names**
  - **A**unt **F**ern and **U**ncle **J**ack; **M**other; **S**enator **B**lutt.
9. **Specific school courses**
  - **A**ccounting 101; **I**ntroduction to **D**ata **P**rocessing; **B**usiness **L**aw
10. **Historical periods and events**
  - One essay question dealt with the **B**attle of the **B**ulge in **W**orld **W**ar **I**I.
11. **Races, nations, nationalities, and languages**
  - **A**frican-**A**merican; **H**ispanic; **I**taly; **G**erman.
12. **Opening and closing of a letter**
  - “**D**ear **S**ir”

**Rule for Capital Letters:**

1. **Capitalize proper nouns and adjectives but not common ones.**

**Specific Names (proper nouns):**

Professor Walsh  
Are you from the West?  
Art 300 and French 101  
Weber High School  
Richland College  
Grandfather Davis  
Huggies  
Cheerios

**General Names (common nouns):**

professor  
river  
We turned west.  
high school  
college  
grandfather  
diapers  
cereal

In general, **proper nouns** are more **specific** and **common nouns** are more **general**.

**Rules for Titles:**

1. **Capitalize the first, last, and all the important words in between.**
2. **What about punctuation in titles?**
  - a. **Italicize** titles of **long works** (novels, anthologies, collections of poetry) = *Long Works*
  - b. Put **quotes** around titles of **short works** (poems, essays, or short stories) = "Short Works"
  - c. **Except when** the title is at the top of your essay. Instead, just **capitalize it correctly**. We know that it is a title by the **location**, so you don't need to indicate it again with punctuation!

**Directions: Add capitals, underlining, quotes, apostrophes, colons, and commas as needed to the paragraph below.**

Classes started here at pasadena city college the day after labor day and now it is the first week of october. I am taking history english accounting and spanish. I think my english professor is an interesting lecturer. Yesterday she read Robert Frosts poem the death of the hired man. For tomorrow we are to read Flannery O'Connors short story a good man is hard to find. After that we will start a tale of two cities. Next semester, I plan to take chemistry history 210 and english 120. After that I will take math physics and italian. I have an essay due tomorrow in history. My essay is on time the story of the british railways.

**VIDEO REFERENCE:**

**Objective:** *This video will give students specific examples and visuals of when capitalization should or should not be used.*

**English Language Learning:**

[www.youtube.com/watch?v=9gZSM0NBQ\\_w](http://www.youtube.com/watch?v=9gZSM0NBQ_w)

**Correct the follow capitalization errors or mark the sentences as correct.**

1. the children said, “the vase was broken before Mom came home.”
2. The united methodist church is boycotting kellogg’s pop-tarts.
3. We read harry potter in children’s literature.
4. asbury university gives its students the day off on good friday.
5. i am interested when i read about the spanish inquisition.
6. On the first day of psychology 101 my professor said, “This is the most important class you will ever take!”
7. The president said a prayer and gave a speech during the memorial day service at arlington cemetery.
8. Microsoft designed a version of the microsoft office program that is compatible with the apple macbook.
9. I heard a story from aunt jean about my uncle’s glory days of high school football.
10. The revolutionary war ended on september 3, 1783.

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