



Academic Center

Tutoring and Testing at UHV.

Capitalization

Use capitalization to indicate proper nouns, specific geographical locations, professional titles preceding names, etc. To determine if a word should be capitalized, consult a dictionary.

- **Capitalize professional positions when they are used with the person's name.**

Ex: We gained an understanding of that issue from Professor Pantz.

- **Capitalize academic subjects only when referring to the specific course's full name and number.**

Ex: The Literature 2401 class doesn't have enough students in it.

- **Capitalize only names of academic subjects that relate to languages.**

Ex: I studied history last year, but this year I intend to study English.

- **When people's titles are used without their names, only capitalize the titles when they refer to individuals with high rank.**

Ex: Yesterday, the President voted to renew the engineer's contract.

- **Capitalize "north, south, east, and west" only when referring to specific regions but not when discussing a specific direction.**

Ex: My mother grew up in the South.

Ex: That plant is two miles south of Dempsey City.

- **Capitalize most religious terms.**

Ex: He read the Koran in three months.

- **Capitalize major words in titles but use small case letters for articles (a, an, the) and short prepositions (in, on, at, to, etc.).**

Ex: I read Gone with the Wind when I was in junior high.



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- **Capitalize words that indicate family relationship only when they are not used with possessive structures.**

Ex: She told me that my father forgot his glasses.

Ex: I will take Mom and Dad to dinner to celebrate their anniversary.

- **Capitalize organizations, institutions, and government agencies.**

Ex: She sent a check to the National Association for the Advancement of Colored People (NAACP).

- **Capitalize holidays, days of the week, and months.**

Ex: Return the books by Labor Day to avoid a late fee.

- **Capitalize specific places.**

Ex: She plans to visit the Sahara Desert.

- **Names of seasons do not need to be capitalized.**

Ex: Ellen will return to Maine in the fall.

Capitalization Practice Exercise 1

Correct the following sentences by using the rules discussed above.

1. She saw the film Pulp fiction during the holidays.
2. Two days ago, the Accountant reviewed the budget.
3. Danny read matthew, luke, and john from the bible.
4. We need to meet with professor Jones to discuss the final exam.
5. Her donations to St. jude children's research have helped significantly.
6. Her accent definitely indicates that she's from the south.
7. Next year, the president will offer a new directive.
8. That exit is three blocks East of the store.
9. Tell dad that it's time to eat.
10. We plan to travel during the memorial day weekend.
11. He works as advisor to secretary of state.
12. My english courses are not going as well as my studies in History.



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13. That river flows through the ozark mountains.
14. I intend to sign up for a course in Communications next year.
15. The koran discusses many issues related to the bible.
16. Professor Davis' philosophy 4301 course will study 19th century philosophical thought.
17. By the light of my father's smile, Alice Walker's most recent novel, discusses father/daughter relationships.
18. We should be open on columbus day.
19. My Mother will attend the fiesta on Friday.
20. The American civil liberties union serves as a watchdog for injustices against human rights.
21. Gwen won't attend professor Boykin's class on Friday because she is going out of town for the weekend.
22. He grew up in the rocky mountains, but he soon migrated to the west.
23. Place the sundial so that its shadow is facing East.
24. Shakespeare in love should do well at the academy awards.
25. He opposes any position that the national organization for women supports.

Answer key: 1. Pulp Fiction; 2. accountant; 3. Matthew, Luke, and John from the Bible; 4. Professor Jones; 5. St. Jude Children's Research; 6. South; 7. President; 8. east; 9. Dad; 10. Memorial Day; 11. Secretary of State; 12. English, history; 13. Ozark Mountains; 14. communications; 15. Koran, Bible; 16. Philosophy 4301, 17. By the Light of My Father's Smile; 18. Columbus Day; 19. mother; 20. American Civil Liberties Union; 21. Professor Boykin's; 22. Rocky Mountains, West; 23. east; .24. Shakespeare in Love , Academy Awards; 25. National Organization for Women

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