

Capitalization A

First Words

10a. Capitalize the first word in every sentence.

EXAMPLE The trees are shedding their leaves. [*The* is the first word of the sentence.]

10c. Capitalize the first word of a directly quoted sentence, even when the quoted sentence appears in the middle of a longer sentence.

EXAMPLES My friend Amy said, “**Y**ou can borrow my sister’s bicycle.” [*You* is capitalized because it is the first word of the sentence quoted within a longer sentence.]

“**H**er bike helmet is in the closet,” mentioned Amy. [*Her* is capitalized because it is the first word of the sentence that is quoted. *Her* is also the first word of the longer sentence.]

EXERCISE A Circle the letter that should be capitalized in each of the following sentences.

Examples 1. my desk has been moved into another row. [The *m* in *my* should be capitalized because it is the first word of the sentence.]

2. Suddenly, the tour guide announced, “look, everyone, there is a red fox behind that tree.” [The *l* in *look* should be capitalized because it is the first word in a quoted sentence.]

1. I think she said, “please take your shoes out of the kitchen.” [Is the first word of the quoted sentence capitalized?]

2. “who has my pencil?” asked Maria. [Is the first word of the sentence capitalized?]

3. Daniel smiled and said, “boy, this movie’s ending sure surprised me.”

4. some of the most well-known features of that national park are its glaciers.

5. Her eyes grew wide and she whispered, “did you hear that?”

6. he says that he’s going to try out for our soccer team this year.

7. it’ll be wonderful to add a trophy or two to the cases in the front hallway.

8. My father nodded and said, “the metal frame of this dock was made to last.”

9. as long as we’re standing here, keep your chin up and your shoulders back.

10. how many blades are on the propeller of that helicopter?

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Letter Salutations and Closings

10d. Capitalize the first word in both the salutation and the closing of a letter.

The salutation is the part of the letter in which you greet the person to whom you are writing. The closing is the part of the letter immediately before your signature.

SALUTATIONS Dear Dr. Monroe: My dearest Raul,
CLOSINGS Sincerely, Wishing you the best,

NOTE Except for names and titles, the first word is the only word that is capitalized in a salutation or closing. In the previous examples, the abbreviation *Dr.* is capitalized because it is a title, and *Monroe* is capitalized because it is a person's name.

EXERCISE B Circle the letter that should be capitalized in each salutation or closing.

Example 1. with deepest gratitude, [The *w* in *with* should be capitalized because it is the first letter of the closing of a letter.]

11. my dearest Miss Bennet, [Is the first letter of the salutation capitalized?]
12. yours faithfully,
13. dear Service Manager:
14. sincerely yours,
15. dear Mom and Dad,

The Pronoun *I*

10e. The pronoun *I* is always capitalized.

EXAMPLES Which one of these jackets should **I** wear today?
 If you wash the dishes, I'll dry them. [The pronoun *I* is always capitalized, even when it appears in the contraction of *I will*.]

EXERCISE C Circle the letter that should be capitalized in each of the following sentences.

Example 1. Sheila announced, "Trimming my own bangs was easier than i thought it would be." [The pronoun *I* should always be capitalized.]

16. In every one of my photographs, i look sleepy. [Is the pronoun *I* capitalized?]
17. "We are going to pick up the package," i told them.
18. Maybe i'm in the mood for a long stroll.
19. "Perhaps," Chi laughed, "he and i should rewrite the letter."
20. You would think that i'd never eaten spaghetti before.