



Grammar Help Sheet: Capitalization

Capitalization is a very important part of good sentence writing. Capital letters have a number of important uses, but we shall interest ourselves only in the most important ones. We shall study four such cases.

The **first word of each sentence** must begin with a capital letter.

She hurried home. Were you there? Bob is here.

All **proper nouns**, which are the names of particular persons, places, or things, must be capitalized.

Persons: Mary, Jane, Mrs. Smith, Aunt Mary

Places: Main Street, Hudson River

Things: Field Museum, Metropolitan Opera Company, American School

The names of **cities, states, counties, continents, and countries** must be capitalized.

Baltimore, Maryland

Gates County, North Carolina Berlin, Germany

Venezuela, South America

The names of **days** in the week and **months** of the year are always capitalized.

Monday, May 12

Friday, July 4

Sunday, January 8

The pronoun **I** is always written with a capital letter.

I love pizza.

The **most important words in titles** are always capitalized.

Have you read **Gone With the Wind** by Margaret Mitchell?

“**The Raven**” is a poem by Edgar Allen Poe.