

Capital Letters

Capital letters are used in a variety of ways. Usually, capital letters are used when the meaning is specific and lowercase letters are used when the meaning is general. Below are rules for when to use capital letters.

First word of a sentence:

Always capitalize the first letter of the word in a sentence.

Proper nouns:

Always capitalize names of specific people and places such as *Jessica* and *Mic Mac Mall*. Also, always capitalize names of organizations like *Saint Mary's University*.

Titles of people when their name is included:

Prime Minister Stephen Harper

Countries, nationalities, and languages:

Japan, Canadian, Latin

Geographic locations:

I live in the *Maritimes*.

Week days, months, and holidays:

Monday, January, Christmas

Periods and events in history:

The *War on Terror* began with the 9/11 attacks.

Titles and headings:

This includes: titles of essays, films, books, newspapers, and poems.

Opening and closing remarks of a letter:

Best, Sincerely, Cheers

Specific courses:

The *Modern Novel* is an excellent course.

Capital Letters

Practice: Capital letters

Correct the capitalization in the following paragraph.

On march 5th, ryan and I attended a Seminar at Saint Mary's university. The Speaker, dr. tyron, presented his recent Archeological Finds from off the Coast of greece. He had a thick french accent so i found it hard to understand him, but i was able to make out his references to the greek islands: ios, santorini, and naxos. since he has returned he has Been busy taking an Online Classics course: ancient greek mythology. I learned many new facts about Archeology from dr. Tyron and i look forward to buying his new novel, "the past digger," to learn even more.

Answers:

On March 5th, Ryan and I attended a seminar at Saint Mary's University. The speaker, Dr. Tyron, presented his recent archeological finds from off the coast of Greece. He had a thick French accent so I found it hard to understand him, but I was able to make out his references to the Greek islands: Ios, Santorini, and Naxos. Since he has returned he has been busy taking an online Classics course: Ancient Greek Mythology. I learned many new facts about Archeology from Dr. Tyron and I look forward to buying his new novel, "The Past Digger," to learn even more.