

Capitalize

- the word I, the first word of a sentence, and often the first word of each line of poetry
- all important words in the titles of books, poems, stories, and songs (*The Stone Angel*; *The Collected Works of Billy the Kid*)
- all proper nouns and proper adjectives (a proper adjective is an adjective that is made from a proper noun; for example, Canadian)
- family relationships when used as names (“I will ask Dad.” BUT “I will ask my dad.”)
- a person’s title when it comes before a name (Doctor Biddiscombe)
- the first letter in titles, days and months, and parts of addresses, or their abbreviations (Ms.; Mon.; Sept.; Blvd.)
- all letters in the abbreviations of provinces (NF, ON, AB)
- the first word of the salutation and closing of a letter (Dear sir; Yours truly)
- all geographic place names (Vancouver, Charlottetown; the Rockies; Lake Ontario)
- directions ONLY when used to designate a specific region or when part of a place name (the North; the West Coast; South Asia). Otherwise, directions are lower-case. (We drove east.)

A. Correct any errors in capitalization in the following sentences. Underline each letter that should be capitalized.

1. for lunch on sunday we had french stick, cheese, and cold potato soup.
2. my uncle, pierre laflamme, read us a poem titled “the bull calf,” by the canadian poet irving layton.
3. our captain saw private kayla vanclieff on *who wants to be a millionaire, canadian edition*.
4. I saw a movie about the life of dr. norman bethune, a canadian who became a hero in china.
5. please send the package to 255 riel blvd., harvest gate, mb p3j 4h2.
6. the planet mercury is the closest planet to the sun, according to my astronomy book.
7. My friends on the east coast know how dangerous it can be in the north atlantic.
8. st. catherine street is a few blocks south of sherbrooke street in montréal.
9. kate and anna mcgarrigle wrote a song called “heart like a wheel.”
10. learning mandarin will help you to understand cantonese, vietnamese, japanese, and many other languages of south asia.
11. in september, we will be moving north to gimli, manitoba, which has a large finnish population.
12. i love to eat thai food, but it is too spicy for my mother!

- Capitalize the first word of a direct quotation if it is used as a complete sentence or if it is a complete sentence in the original.

EXAMPLES: A spokesperson for Reckitt and Runne stated: "We are committed to doing whatever is necessary to remedy the situation."

A spokesperson for Reckitt and Runne stated that the company was "committed to doing whatever is necessary to remedy the situation."

- B. Read the following original statement. Then, in your notebook, correct any errors in capitalization in the examples that follow. If there are no errors, write C.**

Original Statement:

"Skateboarders have been without a place to practise their sport for several years now. The passage of a municipal by-law prohibiting skateboarding in public places stops youth from engaging in a healthy physical activity, and provides one more incentive for young people to turn to other, possibly less wholesome, forms of entertainment. Other cities the same size as ours—and even smaller towns—have found the means to provide skateboard parks for their youth. Why can't we? It is useless to complain about skateboarders taking over city streets and public spaces if no one is willing to provide alternatives."

— Evan Levy, Youth for Skateboarding

1. Evan Levy, spokesperson for Youth for Skateboarding, claims that it is time the city provided adequate facilities for skateboarders, since "Other cities the same size as ours—and even smaller towns—have found the means to provide skateboard parks for their youth."
2. Levy believes that complaints about skateboarders on city streets are "Useless" unless city council decides to build a skateboard park.
3. According to Levy, "Skateboarders have been without a place to practise their sport for several years now."
4. Will the by-law provide "One more incentive," as Levy claims, "For young people to turn to other, possibly less wholesome, forms of entertainment"?
5. What are these "Smaller towns" with skateboarding facilities that Levy refers to?

- Writers, advertisers, and poets may break the rules of capitalization for a specific purpose or to create a particular mood or impression.

- C. Find a poem in an anthology or an advertisement in a magazine that breaks one or more rules of capitalization. Bring the selection to class and explain what rules have been broken. In small groups, choose one poem or advertisement and discuss why the writer might have chosen to write the piece in this way.**