***CAPITALIZATION***

● Capitalization is a very important part of grammar

* There are certain times that you capitalize things
* There are 17 instances where you capitalize words

● Here are the times you capitalize a word. The highlighted word in the example is the word that is capitalized only in that circumstance

* Capitalize the first of a quoted sentence

Ex: She said, “Don’t take my cookie.”

* Capitalize a proper noun

Ex: North Gwinnett Middle School

* Capitalize a person’s title when it comes before their name

Ex: President Barack Obama

* Capitalize a person’s title when it comes after their name on the address or signature line

Ex: Sincerely,

Barack Obama, President

* Capitalize the names of high ranking officials when it comes before their name

Ex: Senator Dinkleberry

* Capitalize title used as direct address

Ex: What should I do, Teacher?

* Capitalize cardinal and intermediate points when referring to a specific region

Ex: The North won the war.

* Capitalize the first and last words of titles of published works and short verbs within the verb like is, are, and be

Ex: *Who Are the Kings?*

* Capitalize federal and/or state when used as part of an agency name or in an official document as an official name

Ex: Federal Bureau of Investigation

* You can capitalize words like department, bureau, and/or office if was used earlier in the sentence

Ex: The Office of Law is a secretive agency. The Office’s headquarters’ is not known.

* Don’t capitalize names of seasons:

Ex: The winter snow is wonderful.

* Capitalize the first word of greetings and closes

Ex: Dear Sanchez,

How are you doing?

Your best friend,

Dan

* Capitalize words derived from proper nouns

Ex: I speak English.

* Capitalize the name of specific classes

Ex: I take Calculus ll.

* If a sentence as a colon, don’t capitalize the first word if it is a list

Ex: These are my favorite foods: pizza, fried chicken, etc.

* Don’t capitalize the first word after a sentence with a colon if only one sentence follows

Ex: I love John’s movies: his film *Dark Frights* was amazing.

* Capitalize the first word after a sentence with a colon if two or more sentences follow.

Ex: I love John’s movies: His film *Dark Frights* was amazing. His character Shane was the perfect hero.