

Punctuation: Capitalization

1. Capitalize the first word in every sentence and in every direct quotation.
Example: They have lived here for ten years. /She said, "They will survive this tragedy."
2. Capitalize the name of cities, provinces, states, countries, avenues, streets and highways.
Example: My parents live in Edmonton, Alberta and my grandparents live in Tampa, Florida.
3. Capitalize names of buildings, ships, mountains, bodies of water, parks, or geographical locations.
Example: The CN Tower is located in Toronto.
4. Capitalize major words in titles.
Example: Have you read the novel A Jest of God?
5. Capitalize names of schools and businesses.
Example: She graduated from Johnson and Wales College two years ago.
6. Capitalize titles and family relationships when they are used as parts of proper names or as substitutes for proper names.
Example: Dr. Brown is on holiday in Mexico.
7. Capitalize religious groups, branches of government, business organizations and nationalities, and civic holidays.
Example: The Department of Health and Welfare is staffed by members of the Liberal Party.
8. Capitalize abbreviations of titles and academic degrees used after proper names.
Example: John Roy, Ph.D. spoke at our high school graduation ceremony.
9. Capitalize days of the week and months of the year, but not seasons.
The spring season usually ends in June, and then summer begins.
10. Do not capitalize the name of a subject unless it is the name of a language or a part of a course with a title.
*Examples: This term I'm taking physics, math, chemistry, and English.
I haven't taken Sociology 100 or Psychology 212.*

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11. Do not capitalize general geographical locations used as points on the compass unless they designate a specific geographical location.

Examples: Our cottage is twenty miles north of here.

I would love to visit the Far East.

12. Do not capitalize the second part of a hyphenated word unless it is used as a proper name.

Examples: I live on Thirty-second Avenue.

We studied the Franco-Prussian War in history class.

13. Do not capitalize titles that are not used as proper names.

Example: Our family doctor and his wife visited us last night.

Use CAPITALIZATION wherever necessary in the following sentences. Delete any unnecessary capitalization.

1. Last saturday we ate at a german restaurant.
2. My parents live on Twenty-fifth Avenue in ottawa, ontario.
3. My Uncle teaches Chemistry at the local university.
4. We take the 14km confederation bridge to get to prince Edward island.
5. The knights of columbus is a catholic organization.
6. He failed physics 110, but passed his french and chemistry courses.
7. The peterson company, located ten miles East of Kingston, Ontario, has experienced financial difficulties the last several months.
8. The President declared, “strong measures will be taken if conditions do not change”.
9. My favorite holidays are thanksgiving and christmas.
10. The first Monday in july usually marks the beginning of my Holiday.