

Writing Mechanics & Grammar: Capitalization

Level: Elementary School

Remember these rules about which words to capitalize:

- *The first word in any sentence*
- *The letter "I" when you write about yourself*
- *Proper nouns: names of people, cities, states, countries, and certain official places (e.g., Yellowstone National Park); these include capitalizing initials*
- *Names of people's official position, but only if those words are linked to the person's name (e.g., Vice-President Adams, King Henry IV)*
- *Specific, named time periods: months, days of the week, but not names of seasons; major special days are also capitalized (e.g., Christmas, Diwali, Fourth of July)*
- *the first word in the title of a book, article, song, poem, or movie and usually the most important words in the rest of the title*

Circle the properly capitalized or lowercase word for each sentence:

1. (my / My) _____ cousin lives in the country.
2. (dentist / Dentist) I went to the _____ to get my teeth checked.
3. (birthday / Birthday) We sang "Happy _____" before he blew the candles out.
4. (york / York) Our family moved from Iowa to New _____.
5. (president / President) The _____ of our club started the meeting.
6. (summer / Summer) _____ is my favorite time to go on vacation.
7. (day / Day) We gave each other cards on Valentine's _____.
8. (mr. / Mr.) My teacher, _____ Smith, gives us fun history lessons.
9. (museum / Museum) Our school took a field trip to the National History _____.
10. (parks / Parks) City _____ are public places for everyone to enjoy.



It's Time For Writing Success!

Writing Mechanics & Grammar: Capitalization Answer Sheet

1. My
2. dentist
3. Birthday
4. York
5. president
6. Summer
7. Day
8. Mr.
9. Museum
10. parks