

■ **Capitalize** the names of people and pets.
EXAMPLES: Laura Ingalls Wilder wrote many stories.
Did she have a lamb named Cotton?

■ **Capitalize** family names.
EXAMPLES: Uncle Bob married Aunt Margie.
Mom and Dad got married in California.

■ **Rewrite these sentences using capital letters where needed.**

1. uncle george got up early today.

2. He and aunt beth had a special job to do.

3. uncle george and aunt beth were going to the animal shelter.

4. They wanted to find a puppy for susan and michael.

5. uncle george and aunt beth thought a small dog would be nice.

6. But susan and michael wanted a big dog.

7. uncle george saw a cute kitten named mittens.

8. In the very last cage, they saw sasha.

9. uncle george and aunt beth loved her at once.

10. When sasha ran circles around michael, he loved her, too.

- Capitalize each word in a place name.
EXAMPLES: Chicago, Germany, Utah, Howard School,
Main Library, Missouri River
- Capitalize days of the week, months of the year, holidays,
and names of monuments.
EXAMPLES: Tuesday, February, Valentine's Day,
the Lincoln Memorial

A. Rewrite these sentences using capital letters where needed.

1. Our family will spend memorial day in washington.

2. We hope to see the white house and the washington monument.

3. We also want to see the smithsonian institution.

4. The potomac river forms a border between
washington and virginia.

5. The lincoln memorial is amazing to see at night.

6. The vietnam memorial gets many visitors.

7. There are many amazing sights in washington.

B. Answer these questions. Use capital letters where needed.

1. When were you born?

2. What is your address? Include the city and state.

3. What is your favorite holiday?

- Capitalize the first, last, and all important words in a book title. Words such as a, an, and, but, by, for, in, of, on, from, the, and to are not considered important words. They are not capitalized unless one of them is the first word in the title. Underline all titles of books.
EXAMPLE: A Present from Rosita
- Capitalize titles of respect.
EXAMPLES: Major Thomas, Doctor Freeman

A. Rewrite these names and titles correctly. Underline the book titles.

1. doctor william h. black _____
2. judge rosa allen _____
3. The book: a wrinkle in time _____
4. captain william faircroft _____
5. The president of the united states _____
6. doctor laurie c. bell _____
7. The book: attack of the monster plants _____
8. major carol gates _____
9. The book: owls in the family _____
10. The book: my side of the mountain _____

B. Circle each letter that should be capitalized. Write the capital letter above it. Underline the book titles.

1. The results of mr. thomas's plan are interesting.
2. He wrote to judge george king and asked for his help in finding people to speak at our school .
3. judge king got judge claire booth to speak about her book, life in the courts.
4. So ms. dias told us to read life in the courts before judge booth spoke.
5. Another suggested book is a judge's story by raymond field.

- Capitalize **abbreviations** of days and months.
EXAMPLES: Sun., Mon., Tues., Wed., Thurs., Fri., Sat.
November—Nov., August—Aug.
- Capitalize abbreviations for titles of respect.
EXAMPLES: Mr., Mrs., Dr.
- Capitalize an **initial**, the first letter of a name.
EXAMPLE: T. J. Woodhouse

A. Write the correct abbreviation for the days and months of the year.

- | | |
|--------------------|--------------------|
| 1. Tuesday _____ | 7. January _____ |
| 2. Wednesday _____ | 8. November _____ |
| 3. Thursday _____ | 9. September _____ |
| 4. Friday _____ | 10. August _____ |
| 5. Saturday _____ | 11. October _____ |
| 6. Sunday _____ | 12. December _____ |

B. Rewrite these sentences using capital letters where needed.

1. The conference is planned for aug. 12.

2. It will be held in wm. Taft Park.

3. George w. Bush will be there.

4. Our mayor, ms. Foster, was pleased he could come.

5. Police Chief e. s. Rodriguez will introduce him.

6. Many people want to hear mr. Bush speak.

7. They want to know how he likes life away from Washington, d. c.

- Capitalize the street name, city, and date in a letter. Also capitalize all letters in abbreviations for states. Together these words make up the **heading**.

EXAMPLE: 1100 N. Main St.
Hartford, CT 06105
May 24, 1994

- Capitalize the **greeting**.

EXAMPLE: Dear Mr. Jones,

- Capitalize the first word of the **closing**.

EXAMPLES: Sincerely yours, Your friend,

- Underline the letters that should be capitalized in the letters.

7216 melvin street
houston, tx 77040
october 23, 1994

dear fred,

I am doing a report on farm life. Do you have any information you can send me? My report must be turned in three weeks from today. I can really use any help you can give me. Pictures and facts would be helpful. The names of some books I could find at the library would also help a lot.

your friend,
jesse

820 w. state st.
lockhart, al 36455
october 29, 1994

dear jesse,

I'll be glad to help with your report. Better yet, why don't you come and visit? Call and let me know if you are coming. The library here serves all of alabama. I know we could find all the information you need.

your friend,
fred

- Begin all sentences with a capital letter.
EXAMPLE: Mary rode a bike.
- End a statement or a command with a **period**. (.)
EXAMPLE: Jake rode a bike.
- End a question with a **question mark**. (?)
EXAMPLE: Did Jake ride a bike?
- End an exclamation with an **exclamation point**. (!)
EXAMPLE: Ouch, I fell!

A. Begin and end each sentence correctly. Put the correct punctuation mark at the end of each sentence, and circle any letters that should be capitalized.

1. i am going to ride my bike to the store
2. where is my bike
3. it is always in the garage by the hose
4. could it be on the back porch
5. i'll ask Joanne if she has seen it
6. she said it was in the garage this morning
7. oh, no, someone has stolen my bike
8. what should I do now
9. who could have taken it



B. Rewrite each sentence correctly.

1. i'll call the police about my bike

2. hurry, hurry, answer the phone

3. hello, is this the police station

4. yes, what can we do for you

5. you must help me catch a bike thief

6. how do you know your bike wasn't borrowed
