



Name: \_\_\_\_\_

Date: \_\_\_\_\_

### Capitalization Worksheet (Writing Part 1)

Capitalization is the writing of a word with its first letter as upper case and the remaining letters in lower case. Capital letters are used to start sentences and identify proper nouns.

**Directions:** Write each sentence below. Capitalize each one correctly.

*Example A: Mr. birkway was my middle school english teacher.*

*Answer: Mr. Birkway was my middle school English teacher.*

1. the class was ready to go on the field trip to the new york zoo.

\_\_\_\_\_

2. ms washington was an excellent helper at the school.

\_\_\_\_\_

3. we went to the grand canyon for vacation during the summer.

\_\_\_\_\_

4. my friends love to go to disneyland during the winter.

\_\_\_\_\_

5. students get restless in the month of may.

\_\_\_\_\_

6. lebron james is one of the greatest basketball players in the nba.

\_\_\_\_\_

7. italian food is one my favorite types of food for dinner.

\_\_\_\_\_

8. the olympics will be held in the country of brazil next year.

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NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

# WORKSHEET CAPITALIZATION



Below are six important rules for using capitalization in your writing.

**Rule #1:** Capitalize the first word of every sentence.

*Examples:*

- **T**here are two cups on the table.
- **D**o you have a pen?

**Rule #2:** Capitalize proper nouns (names of people, places and things).

*Examples:*

- My best friend is **Sarah**.
- I think **Spain** is located in **Europe**.

**Rule #3:** Capitalize a person's title when it comes before his or her name.

*Examples:*

- I saw **Dr.** Jones last week.
- She saw **Mr.** and **Mrs.** Smith yesterday.

**Rule #4:** Capitalize any person's title when it is used to directly talk/write to that person.

*Examples:*

- Thank you, **Teacher**, for helping me.
- Will the needle hurt, **Doctor**?

**Rule #5:** Capitalize the first word in a quoted sentence.

*Examples:*

- Our teacher said, "**G**ood morning."
- He asked, "**W**hat time is it?"

**Rule #6:** Capitalize compass directions in reference to specific regions.

*Examples:*

- Europe was divided into **E**ast and **W**est.
- The Civil War was fought between the **N**orth and the **S**outh.

- Find the 20 capitalization mistakes below. (The first one is done for you.)

**(m)**any of john's friends think he has a boring daily routine, but john likes it. he always gets up at six o'clock every morning and says, "good morning" to his wife and kids, and after breakfast he arrives at work around seven-thirty. he works at a small store called supersave supermarket. it's located in new york. after work, he says, "good-bye" to his boss, mr. smith, and then goes home. on weekends, he likes to play with his son, thomas, and his daughter, barbara. maybe john's routine really is a little boring, but he enjoys it!

Name \_\_\_\_\_

Date \_\_\_\_\_

## Capitalization in Paragraphs (Proms)

Directions: In the passage below, circle all of the words that should be capitalized.

for many teens, prom is an event that takes 16 years of planning. between finding a date, a dress or tux, and making a dinner reservation - getting ready for prom can be a full-time activity for teenagers.



despite all their planning, however, seams break open, couples break up and teens break out! while some things cannot be avoided, skin problems can be minimized or prevented with proper planning. to help teenagers prep for prom night, skin care experts hilary baldwin, m.d., associate professor of clinical dermatology at the state university of new york in brooklyn, and celebrity make-up artist michael criscuolo offer their "prescription for a perfect prom" on pimpleportal's web site.

both experts agree that creating a "prom perfect" look is about making the most of your assets and working on any problem areas in advance. "it is important to begin with a clean canvas," says dr. baldwin. "If you think your acne is beyond self-treatment, see a dermatologist," she advises. "a dermatologist can diagnose your type of acne and provide you with a long-term treatment plan to clear up your pimples and help prevent future breakouts."

"don't wait until the last minute," cautions dr. baldwin. "a dermatologist can't magically clear up your problems overnight." to help combat acne, your dermatologist may prescribe a medically proven treatment such as retin-a-micro (tretinoin gel) microsphere, 0.1%, which enables a noticeable improvement of acne within two to seven weeks with minimum irritation.

criscuolo, a makeup artist whose clients include young stars from film, television and music, says teens who are anxious to cover their acne with makeup often apply too much, or use the wrong kind of cosmetics for their skin. such mistakes, he notes, only confirm that they are hiding something, and can draw attention

Name \_\_\_\_\_

Date \_\_\_\_\_

to the problem. to make their special night, even more special, he offers the following advice:

start early: make-up takes about an hour to settle. make-up that is applied correctly should last the whole night. Prom night should not be spent in a long line in the girls' room re-applying make-up.

keep it cool: store moisturizers and astringents in the refrigerator prior to applying. the coolness is soothing to sunburned or irritated skin, and helps to tighten pores.

you glow girl!: to create that all-night-glow, try your hand at creme blush. select a shade that is slightly darker than your powder blush, and apply under foundation for best results.

green with envy: for a single blemish, mix a green-based concealer with your usual color cover-up. the green base will reduce the redness of the pimple, and blend into your natural skin tone. try this for zits on your face, back and chest.

in clinical studies, the retin-a-micro irritation profile was found to be similar to a mild, local irritant. the most common adverse reactions to retin-a-micro were limited to mild or moderate irritation of the skin. severe cutaneous irritation occurred infrequently.

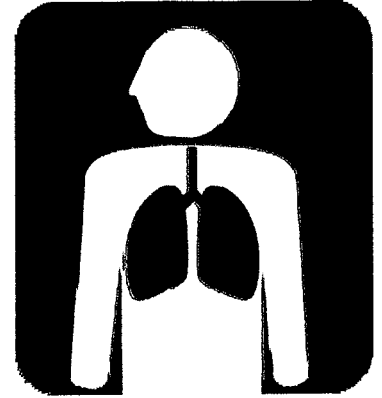
Name \_\_\_\_\_

Date \_\_\_\_\_

## Paragraph Based Capitalization

Directions: In the passage below, circle all of the words that should be capitalized.

as we send our children to school everyday, it's important to know how clean and healthy their schools are. because students spend approximately 14,000 hours inside buildings over the course of their school years, one area of growing concern is air quality in schools - particularly for children suffering from allergies or asthma.



asthma affects close to five million children and leads to 10 million missed school days every year, according to the american lung association. That makes asthma the number one cause of school absenteeism due to chronic illness.

the lack of good quality of indoor air may adversely impact these children - and the adults who teach them. "we know that fresh air, proper circulation and managing humidity are important in our homes," said dr. mary lasley, pediatric allergist. "Why shouldn't this be true in a school?"

part of the air quality problem can be traced to energy conservation. Since the energy crisis in the 1970s, buildings have been tightened up to conserve energy, leading to fresh air circulation problems. And school systems tend to close down heat and air systems at night to further conserve energy. This can easily expand problems of poor air circulation and create excess relative humidity in the school, contributing to mold and dust mite growth.

Name \_\_\_\_\_

Date \_\_\_\_\_

fortunately, schools can take actions to reduce air quality problems - something as simple as constantly running the HVAC system and proper maintenance can work wonders in a school's environment. "removing dust and soil often from all surfaces is a key element in maintaining good indoor air quality, along with proper ventilation and humidity control," said dr. mary lasley, a pediatric allergist. "parents should work with administrators to ensure the school has an environment that enhances learning while keeping our children comfortable."

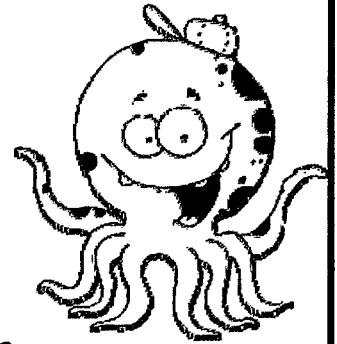
many factors may impact the air quality of the school environment, such as air drawn from outside sources, radon, hvac systems, building materials, activities within the building, people, printers and copiers, wet and dry markers, and furnishings. thus, the cleanliness of all surfaces within the school - the floor covering, ceiling tile, walls, windows, furnishings, and counter tops - play an equal role in contributing to a school's air quality. regular cleaning of these surfaces can help decrease air quality problems.

floor and carpet maintenance, for example, can reduce soil, dust and other allergens. carpet is often used in schools to provide comfort for sitting and walking and a quieter and safer learning environment. "carpet is simply easier and less expensive to care for than hard surface flooring," said ken mcintosh, technical director of the carpet and rug institute. "All it takes is regular vacuuming, attention to spots, and extraction cleaning twice a year. properly maintained carpet can help improve air quality in schools because dust that settles on carpet is not easily re-suspended and is kept out of the breathing zone."

Name \_\_\_\_\_

Date \_\_\_\_\_

## Random Capitalization



Circle all the letters that should be CAPITALIZED.

1. can we please order pizza from pizza pizza tonight?
2. i'll bet that every teacher's favorite day of the week is monday because they miss their students so much on the weekend.
3. my dad can't wake up in the morning without his cup of maxwell house coffee.
4. my little sister, amy, tells everyone that she can swim across lake ontario.
5. john bought sara a box of turtles for valentine's day.
6. the olympics are one of the best sporting events to watch.
7. the best apples in the whole world are granny smith apples.
8. donald duck and mickey mouse are my favorite disney cartoon characters.
9. every year my brothers and sisters and i go on an easter egg hunt.
10. my cousin brenda went to spain and came home speaking spanish.

Rewrite each sentence in the proper letter case.

11. NEW YORK CITY IS SUPPOSED TO BE ONE OF THE BUSIEST CITIES IN THE UNITED STATES.
12. CANADA IS THE BIGGEST COUNTRY IN NORTH AMERICA AND GRENADA IS THE SMALLEST.