

# Capitalization

(Annotated Rules)

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- Rules for capitalization**
- (1) **Capitalize the first word of every sentence.**  
What an unusual color the roses are!
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- (2) **Capitalize the pronoun I.** (Always!)  
What should I do next?
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- Rules for capitalization (continued)**
- (3) **Capitalize every important word in the names of particular people, places, or things (proper nouns).** (Proper Nouns)  
Emily G. Hesse    District of Columbia    Lincoln Memorial
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- (4) **Capitalize titles or abbreviations used with a person's name.**  
Governor Bradford    Senator Smith    Dr. Lin
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- (5) **Capitalize proper adjectives.**  
We ate at a Chinese restaurant.    She is French.
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- (6) **Capitalize the names of months and days.** (Months & Days)  
My birthday is on the last Monday in March.
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- (7) **Capitalize the names of buildings and companies.**  
The Empire State Building    The Bell Company
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- (8) **Capitalize names of holidays.** (Holidays)  
Flag Day    Thanksgiving    Fourth of July
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- (9) **Capitalize the first and last words and all important words in the titles of books, newspapers, movies, and songs.**  
From Earth to the Moon    "The Rainbow Connection"  
The New York Times    "Growing Up in the South"
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- (10) **Capitalize the first word in the greeting and the closing of a letter.**  
Dear Marcia,    Yours truly,
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- (11) **Capitalize the first word of each main topic and subtopic in an outline.** (Parts of an Outline)  
I. Types of libraries  
    A. Large public library  
    B. Bookmobile