



Revision  
Guides

# Capitalization in Language



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# Hello

**Capitalization** is when you make the first letter in a word uppercase, like

Hello.....

When should you capitalize a word? □

English has lots of **capitalization rules** to follow.

Let's learn some of the most important capitalization rules.

# Rules -

Few most Important rules are -

Capitalize the first word in a sentence.

For example:

She learned a lot.

Capitalize proper nouns like people's names, days of the week, months of the year, holidays, streets, and cities.

For example:

On Thursday, John went to New York City

Always capitalize the word "I".

For example:

I didn't know why I was standing there.

# Other Rules to Remember -

## Capital Letters

Always use a capital letter for...

|   |  |
|---|--|
| the first word of a sentence                                    | Thank you for the letter.  |
| the first word in a quotation                                   | She said, "Today is beautiful."  |
| the greeting and closing in a letter                            | Dear John                      Sincerely, Sherry                         |
| the names of days, months, and holidays                         | Thursday                      November                      Thanksgiving |
| people's first and last names, their initials, and their titles | Mrs. Smith and Phil were seen by Dr. Lee                                 |
| the word that names yourself - I                                | My friend and I love horses.   |
| the names of streets, cities, and states                        | Palm Avenue                      Mesa, Arizona                           |
| the names of specific buildings and monuments                   | Statue of Liberty                      Empire State Building             |
| the titles of stories, movies, TV shows, video games, etc.      | Night at the Museum                      Star Wars                       |



# Tips

In the **TASC Test**, you would often ask to recognize the “Capitalization Errors”

Words that indicate **directions DO NOT begin** with a capital letter.

**DO NOT CAPITALIZE SEASONS!**  
(spring, summer, winter, fall)

Do not capitalize the names of school subjects:

science  
reading  
math



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