

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:

- **There** are two cups on the table.
- **Do** 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.)

many 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!

Grammar Focus Capitalization**Level** Lower Intermediate**ANSWER KEY**

many of **j**ohn's friends think he has a boring daily routine, but **j**ohn likes it. **h**e always gets up at six o'clock every morning and says, '**g**ood morning' to his wife and kids, and after breakfast, he arrives at work around seven-thirty. **h**e works at a small store called **s**upersave **s**upermarket. **i**t's located in **n**ew **y**ork. **a**fter work, he says, '**g**ood-bye' to his boss, **m**r. **s**mith, and then goes home. **o**n weekends, he likes to play with his son, **t**homas, and his daughter, **b**arbara. **m**aybe **j**ohn's routine really is a little boring, but he enjoys it!

Grades as percentages**My Notes**

| | |
|-----------|------|
| 20 / 20 = | 100% |
| 19 / 20 = | 95 |
| 18 / 20 = | 90 |
| 17 / 20 = | 85 |
| 16 / 20 = | 80 |
| 15 / 20 = | 75 |
| 14 / 20 = | 70 |
| 13 / 20 = | 65 |
| 12 / 20 = | 60 |
| 11 / 20 = | 55 |
| 10 / 20 = | 50 |
| 9 / 20 = | 45 |
| 8 / 20 = | 40 |
| 7 / 20 = | 35 |
| 6 / 20 = | 30 |
| 5 / 20 = | 25 |
| 4 / 20 = | 20 |
| 3 / 20 = | 15 |
| 2 / 20 = | 10 |
| 1 / 20 = | 5 |
| 0 / 20 = | 0% |