

Capitalization is an important skill in writing. It helps serve as signposts for readers and writers alike. On a High School Equivalency Exam, students will need to identify incorrectly capitalized or not capitalized words in a sentence. Here are some guidelines for capitalization.

Capitalize	Do not capitalize
Capitalize proper nouns such as specific persons, places, and things.	Do not capitalize common nouns including nonspecific persons, places, or things.
Capitalize names of countries, continents, regions of the country and languages	Do not capitalize directions.
Capitalize geographical names of cities, states, counties, and sections of the country, bodies of water, islands, mountains, parks, highways, and streets.	Do not capitalize directions like north and <i>east</i> .
Capitalize the names of clubs and organizations. Capitalize business names, institutions, government offices and clubs.	Do not capitalize a general business term like department store or a market.
Capitalize calendar events, historical periods, and ethnic groups: months, holidays, days of the week, names of historical events, nationalities, and religions.	Do not capitalize the seasons of the year, the numerical designation of a period like the seventies or the sixteenth century and race when it is designated by color.
Capitalize school courses and title when they refer to a specific course and have a number associated with them or a specific course title.	Do not capitalize general courses like speech or history.
Capitalize important words of book, movie, magazine, people's titles, ships, plays, and world leaders.	Do not capitalize internal title prepositions or articles as in <i>The Song of the Western Finch</i> .

Review the following sentences. Make any corrections by capitalizing or by removing the incorrect capitalization.

1. The Queen Of England participates in many public events in Great Britain.

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2. These asian pears are becoming popular as an alternative to other pears in our marketplace.

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3. Drive North and then turn onto Watershed Drive.

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4. The Month of January seems to be longest in the entire season; it is cold, wet, and dreary.

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5. Mr. Smith suggested that we join Key club, for it will offer many opportunities to volunteer in the community and provide help to the needy.

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In the next five examples, follow the directions to write sentences.

1. Write a sentence that includes a geographical place name.

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2. Write a sentence that includes the name of your favorite movie, book, or magazine.

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3. Write a sentence that includes the name of one course that you might like to enroll in someday.

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4. Write a sentence that includes the name of an organization that you know about.

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5. Write a sentence that includes the name of a favorite holiday.

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