

## 7<sup>th</sup> Grade Business

Use the provided informational guidelines for Capitalization Rules. Read over them study them, and look at the provided examples. There are 15-Examples provided. You are to indicate examples of your own on the worksheet itself. So after Example number one, you are to come up with your own answers for Capitalizing nicknames or created names that represent particular persons, places, or things. There is enough room on the worksheet in order for you to indicate your answers. Try to provide at least three and no more than five for each example.

## Capitalization Rules and Guidelines

Capitalize nicknames or created names that represent particular persons, places, or things.

1. Examples: Willie; the Sunshine State; the Deep South; Susie Q; Big Brother; Magic City

Capitalize the titles of awards and medals.

2. Examples: the Golden Globe award; a Pulitzer Prize winner; the Purple Heart; an Emmy Award; the Nobel Peace Prize

Capitalize the names of specific brand names and registered trademarks but not the product or service.

3. Examples: Sony walkman; Coca-Cola; Kleenex; Doublemint chewing gum; Lincoln Continental; Xerox

Capitalize the names of specific planets, stars, constellations, and other celestial bodies. Earth, moon, and sun are not generally capitalized unless used with the proper names of other bodies in the Solar System.

4. Examples: Venus; Saturn; Ursa Minor; the Big Dipper; Mars; Jupiter; Uranus; Ursa Minor; Mercury; Pluto; the Milky Way.

Capitalize Easterner, Westerner, Southerner, and Northerner.

5. Examples: Marcia was a Northerner through and through. The Southerners cannot bear the snow and cold weather.

Capitalize Eastern, Western, Southern, and Northern only when they refer to the region's residents, customs, or political or cultural activities.

6. Examples: Suzanne was always noted for her Southern hospitality. The Western states voted as expected. She was able to identify the Northern Cross, which is a constellation.

Capitalize any title used in a direct address.

7. Examples: Please give me a call, Doctor, when the results are available. Did you know, Professor, that I passed my CPA exam?

Capitalize the titles of Specific educational courses, but do not capitalize references to general academic subject areas, except languages.

8. Examples: All students are required to take Principles of Business before graduation. A new course, Advanced Sports Health Analysis, will be added. Nelson wants to take a course in history. Sharon is studying French.

Capitalize an academic degree if it is used with a name, but do not capitalize an academic degree when the word degree is used.

9. Examples: Victoria Sigler, Juris Doctor, is an excellent attorney. Most colleges offer both bachelor of science and bachelor of arts degrees.

Capitalize titles of relatives when they come before a name, or when they are used in place of a name as in a direct address. Do not capitalize a title of a relative when they follow a possessive pronoun or when they simply describe a family relationship.

10. Examples: I said, "Please come to my room, Mother." Ted and Uncle Ken work in the assembly department. My cousin enrolled in a dietary technician program. I have sixteen aunts and uncles.

Capitalize a short form of a well-known, legendary, or popular place.

11. Examples: I was in the Bay Area last fall. (meaning the San Francisco Bay Area) We want to take our next vacation and tour the Canal. (meaning the Panama Canal) We have reservations right in the Quarter. (meaning the French Quarter)

Capitalize the first word in each line of a poem.

Capitalize references to a supreme being, or to persons revered.

12. Examples: our Lord God, Allah, Buddah, Saint Luke

Capitalize all names of races, peoples, tribes, and languages.

13. Examples: Hispanics, Zuni tribe, Europeans, African-Americans.

However, do not capitalize blacks, whites, people of color.

Capitalize numerical designations for decades and centuries only when they are part of a proper name or nickname.

14. Examples: the Seventeenth Dynasty, the Roaring Twenties

However, do not capitalize numerical designations for decades and centuries: like, in the nineteen-sixties or in the forties.

Common names of items usually are not capitalized because they refer to general items or nouns used to identify two or more items.

15.

Examples: french fries, manila envelope, romaine lettuce, plaster of paris.

Also, Fisher and Tomayan roads, Erie and Cheat lakes.