Strategies for Writing

PACKED

To help me remember what words need to be capitalized.

Proper nouns.

- All proper nouns should be capitalized.
- Proper nouns are names for people, places, or things.

✓ People: George Washington (don’t capitalize the word president, but capitalize the name of a president), Ricky Martin (don't capitalize the word singer, but capitalize the name of a singer), Tom Cruise (don't capitalize the word actor, but capitalize the name of the actor).

✓ Places: Disneyland (don't capitalize the words amusement park, but capitalize the name of an amusement park), White House (don't capitalize the words president's house, but capitalize the name of the house), Virginia (don't capitalize the word state, but capitalize the name of a state), Chicago (don't capitalize the word city, but capitalize the name of a city).

✓ Things: Pepsi Cola (don't capitalize the words soda pop, but capitalize the name of a brand of soda pop), Nike (don't capitalize the word shoe, but capitalize the brand name of a shoe), Bulls (don't capitalize the words basketball team, but capitalize the name of a basketball team).

All names and titles of family members.

- Names of family relations: Mom (don't capitalize his mother, but capitalize Mom when it is used as a name), Dad (don't capitalize her father, but capitalize Father when it is used as a name).
- Titles of family relations: Uncle Joe (don't capitalize my uncle, but capitalize uncle when it is used with a name), Aunt Emma (don't capitalize the aunt, but capitalize aunt when it is used with a name).

Capitalize important words in titles of books, stories, or songs.

- The important words are the words that carry the meaning. The words that are not important are usually small words that don't carry meaning (e.g., the words the, a, and, with).
• Only capitalize important words or words that start the title:
  ✓ When I Was Young in the Mountains.
  ✓ Gone with the Wind.
  ✓ Songs to Grow on for Mother and Child.

**Keep titles for people capitalized.**

• Capitalize titles before and after a person's name.
• These titles might stand for their gender (Mr., Mrs.), their jobs (Dr.), their academic titles (M.Ed. for Master's of Education), or others (Jr.).
• Examples are: Ms. Smith, Dr. Jones, Harry Connick, Jr., John Evans, Ph.D (for Doctor of Philosophy).

**Extra special events.**

• Capitalize special events such as holidays (Christmas, Easter, Labor Day).
• Capitalize special events such as historical events (World War II, the French Revolution).

**Days and months.**

• Capitalize days of the week (Tuesday, Friday).
• Capitalize months of the year (May, August).