

## 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.

### **K**eeptitles 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).

### **E**xtra 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).

### **D**ays and months.

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