



- PART A Capitalization
- PART B Titles
- PART C Direct Quotations
- PART D Minor Marks of Punctuation

Part A

Capitalization

Always capitalize the following: names, nationalities, religions, races, languages, countries, cities, months, days of the week, documents, organizations, and holidays.

1. The *Protestant* church on the corner will offer *Spanish* and *English* courses starting *Thursday, June 3*.

Capitalize the following *only* when they are used as part of a proper noun: streets, buildings, historical events, titles, and family relationships.

2. We saw *Professor Rodriguez* at *Silver Hall*, where he was delivering a talk on the *Spanish Civil War*.

Do not capitalize these same words when they are used as common nouns:

3. We saw the professor at the lecture hall, where he was delivering a talk on a civil war.

Capitalize geographic locations but not directions:

4. The tourists went to the *South* for their winter vacation.
5. Go south on this boulevard for three miles.

Capitalize academic subjects only if they refer to a specific named and numbered course:

6. Have you ever studied psychology?
7. Last semester, I took *Psychology 101*.

PRACTICE 1 Capitalize wherever necessary in the following sentences. Put a C after each correct sentence.

1. Barbara Kingsolver, a well-known novelist, nonfiction writer, and poet, was born on april 8, 1955, in annapolis, maryland.
2. She grew up in rural kentucky and then went to college in indiana; after graduating, she worked in europe and since then has lived in and around tucson, arizona.
3. In college, Kingsolver majored first in music and then in biology; she later withdrew from a graduate program in biology and ecology at the university of arizona to work in its office of arid land studies.
4. Kingsolver's first novel, *The Bean Trees*, has become a classic; it is taught in english classes and has been translated into more than sixty-five languages.
5. The main character, named taylor greer, is considered one of the most memorable women in modern american literature.
6. In a later novel, *The Poisonwood Bible*, Kingsolver follows the family of a baptist minister in its move to the congo.
7. The fanaticism of reverend price brings misery to his family and destruction to the villagers he tries to convert to christianity.

8. Kingsolver's writing always deals with powerful political and social issues, but her novels don't sound preachy because she is a wonderful storyteller.
9. She has won awards and prizes from the American Library Association and many other organizations; she also has earned special recognition from the United Nations National Council of Women.
10. This gifted writer, who plays drums and piano, performs with a band called Rock Bottom Remainders; other band members are also notable writers—Stephen King, Amy Tan, and Dave Barry.

Part B

Titles

Capitalize words of a title except short prepositions, short conjunctions, and the articles *the*, *an*, and *a*. Always capitalize the first and last words of the title, no matter what they are:

1. I liked The Color Purple but found The House on the River slow reading.

Underline the titles of long works: *books*,* *newspapers and magazines*, *television shows*, *plays*, *record albums*, *operas*, and *films*.

Put quotation marks around shorter works or parts of longer ones: *articles*, *short stories*, *poems*, *songs*, *paintings*, *scenes from plays*, and *chapters from full-length books*.

2. Have you read Hemingway's "The Killers" yet?
3. We are assigned "The Money Market" in Essentials of Economics for homework in my marketing course.

- "The Killers" is a short story.
- "The Money Market" is a chapter in the full-length book Essentials of Economics.

* The titles and parts of sacred books are not underlined and are not set off by quotation marks: Job 5:6, Koran 1:14, and so on.

Do not underline or use quotation marks around the titles of your own papers.

PRACTICE 2 Capitalize these titles correctly. Do not underline or use quotation marks in this practice.

1. inside women's college basketball
2. the genius of frank lloyd wright
3. breath, eyes, memory
4. an insider's guide to the music industry
5. the orchid thief
6. dave barry's guide to marriage and/or sex
7. power point made easy
8. a history of violence in american movies
9. harry potter and the sorcerer's stone
10. currents from the dancing river

PRACTICE 3 Wherever necessary, underline or place quotation marks around each title in the sentences below so that the reader will know at a glance what type of work the title refers to. Put a C after any correct sentence.

Example | Two of the best short stories in that volume are "Rope" and "The New Dress."

1. African-American writer Langston Hughes produced his first novel, Not Without Laughter, when he was a student at Lincoln University in Pennsylvania.
2. By that time, he had already been a farmer, a cook, a waiter, and a doorman at a Paris nightclub; he had also won a prize for his poem The Weary Blues, which was published in 1925 in the magazine Opportunity.
3. In 1926 Hughes wrote his famous essay The Negro Artist and the Racial Mountain, which appeared in the Nation magazine; he wanted young black writers to write without shame or fear about the subject of race.

4. Because he spoke Spanish, Hughes was asked in 1937 by the newspaper the Baltimore Afro-American to cover the activities of blacks in the International Brigades in Spain during the Spanish Civil War.
5. For the rest of his life, he wrote articles in newspapers such as the San Francisco Chronicle, the New York Times, and the Chicago Defender.
6. In fact, for more than twenty years he wrote a weekly column for the Chicago Defender, in which he introduced a character named Simple, who became popular because of his witty observations on life.
7. The stories about Simple were eventually collected and published in five books; two of those books are Simple Speaks His Mind and Simple Takes a Wife.
8. In 1938, Hughes established the Harlem Suitcase Theater in Manhattan, where his play Don't You Want to Be Free? was performed.
9. Because Hughes's poetry was based on the rhythms of African-American speech and music, many of his poems have been set to music, including Love Can Hurt You, Dorothy's Name Is Mud, and Five O'Clock Blues.
10. Few modern writers can rival Hughes's enormous output of fine poems, newspaper articles, columns, sketches, and novels.

Part C

Direct Quotations

1. He said, "These are the best seats in the house."

- The direct quotation is preceded by a comma or a colon.
- The first letter of the direct quotation is capitalized.
- Periods always go *inside* the quotation marks.

2. He asked, "Where is my laptop?"
3. Stewart yelled, "I don't like beans!"

- Question marks and exclamation points go inside the quotation marks if they are part of the direct words of the speaker.

4. "That was meant for the company," he said, "but if you wish, you may have it."
5. "The trees look magnificent!" she exclaimed. "It would be fun to climb them all."

- In sentence 4, the quotation is one single sentence interrupted by *he said*. Therefore, a comma is used after *he said*, and *but* is not capitalized.
- In sentence 5, the quotation consists of two different sentences. Thus a period follows *exclaimed*, and the second sentence of the quotation begins with a capital letter.

PRACTICE 4 Insert quotation marks where necessary in each sentence. Capitalize and punctuate correctly.

1. The sign reads don't even think about parking here.
2. Alexander Pope wrote to err is human, to forgive divine.
3. Well, it takes all kinds she sighed
4. He exclaimed you look terrific in those jeweled sandals
5. The article said Most American children do poorly in geography.
6. These books on ancient Egypt look interesting he replied but I don't have time to read them now.
7. Although the rain is heavy she said we will continue harvesting the corn.
8. Give up caffeine and get lots of rest the doctor advised.
9. The label warns this product should not be taken by those allergic to aspirin.
10. Red, white, and blue Hillary said are my favorite colors

Part D

Minor Marks of Punctuation

1. The Colon

Use a colon to show that a direct quotation will follow or to introduce a list:*

1. This is the opening line of his essay: "The airplane is humanity's greatest invention."
2. There are four things I can't resist in warm weather: fresh mangoes, a sandy beach, cold drinks, and a hammock.

Use a colon to separate the chapter and verse in a reference to the Bible or to separate the hour and minute:

3. This quotation comes from Genesis 1:1.
4. It is now exactly 4:15 P.M.

2. Parentheses

Use parentheses to enclose a phrase or word that is not essential to the meaning of the sentence:

5. Herpetology (the study of snakes) is a fascinating area of zoology.
6. She left her hometown (Plunkville) to go to the big city (Fairmount) in search of success.

3. The Dash

Use a dash to emphasize a portion of a sentence or to interrupt the sentence with an added element:

7. This is the right method—the only one—so we are stuck with it.

The colon, parentheses, and the dash should be used sparingly.

* Avoid using a colon after any form of the verb *to be* or after a preposition.

PRACTICE 5 Punctuate these sentences with colons, dashes, or parentheses.

1. Calvin asked for the following two light bulbs, a pack of matches, a lead pencil, and a pound of grapes.
2. They should leave by 1130 P.M.
3. The designer's newest fashions magnificent leather creations were generally too expensive for the small chain of clothing stores.
4. Harvey the only Missourian in the group remains unconvinced.
5. She replied, "This rock group The Woogies sounds like all the others I've heard this year."
6. If you eat a heavy lunch as you always do remember not to go swimming immediately afterward.
7. By 9:30 P.M., the zoo veterinarian a Dr. Smittens had operated on the elephant.
8. Note these three tips for hammering in a nail hold the hammer at the end of the handle, position the nail carefully, and watch your thumb.
9. Whenever Harold Garvey does his birdcalls at parties as he is sure to do everyone begins to yawn.
10. Please purchase these things at the hardware store masking tape, thumbtacks, a small hammer, and some sandpaper.

PRACTICE 6 REVIEW

Proofread the following essay for errors in capitalization, quotation marks, colons, parentheses, and dashes. Correct the errors by writing above the lines.

The Passion of Thomas Gilcrease

(1) Thomas Gilcrease, a descendent of creek indians, became an instant Millionaire when oil was discovered on his homestead in 1907. (2) He spent most of his fortune collecting objects that tell the story of the american frontier, particularly of the Native American experience. (3) The Thomas Gilcrease institute of american history and arts in Tulsa, oklahoma, is the result of his lifelong passion.

(4) This huge collection more than 10,000 works of art, 90,000 historical documents, and 250,000 native american artifacts, spans the centuries from 10,000 B.C. to the 1950s. (5) Awed visitors can view nearly 200 George Catlin paintings of Native American life. (6) They can walk among paintings and bronze sculptures by Frederic Remington with names like *The Coming And Going Of The Pony Express* that call up images of the West. (7) Museumgoers can admire Thomas Moran's watercolors that helped persuade congress to create yellowstone, the first national park. (8) In addition, visitors are treated to works by modern Native Americans, such as the display of wood sculptures by the cherokee Willard Stone.

(9) The museum also houses many priceless documents an original copy of the declaration of independence, the oldest known letter written from the new world, and the papers of Hernando Cortés. (10) A new glass storage area even allows visitors to view the 80 percent of the holdings that are not on display. (11) Thousands of beaded moccasins and buckskin dresses line the shelves, and a collection of magnificent war bonnets hangs from brackets.

(12) When the Gilcrease Institute opened its doors on May 2, 1949, *Life* magazine declared "it is the best collection of art and literature ever assembled on the American frontier and the Indian. (13) Thousands of visitors agree.



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