

Capitalization

Capitalization means using a capital letter (for example, A instead of a). The use of capital letters helps readers read your writing without confusion.

Always capitalize the following:

The first word in a sentence.

- I grew up in India.
- She left a message on my phone.

The pronoun I.

- This country is where I dreamed of.

The first letter of a proper noun (specific name).

- David wants to play soccer with us.
- This letter is from Chang.
- I graduated from the University of New York.
- I like Coca-Cola.
- She likes Godiva chocolates.

The first letter of months, days, and holidays (but not seasons).

- Today is June 8, 2011.
- Susie's birthday is this Thursday.
- The shops are closed on Easter.
- This summer is going to be very hot.

The first letter of nationalities, religions, races of people, and languages.

- We often eat Italian food.
- I want to master many languages, such as Spanish, Korean, Chinese, and Russian.
- There is one Christian church in my town.

The first letter in a person's title.

- This is Dr. Simon.
- I got it from Mr. Tom.

Geographic areas: cities, states, countries, mountains, oceans, rivers, etc.

- My destination is Paris, France.
- Hawaii is in the middle of the Pacific Ocean.

Historical periods.

- The Renaissance began in the 14th century.
- The Qing Dynasty is the last dynasty in China.

The first letter of each major word in the title of a book, movie, article, etc.

- Tolstoy's War and Peace is my favorite novel.
- I found the article "How to Write a Good Cover Letter" in this magazine.