

Name _____ Date _____

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A Learning Activity Packet

Basic English

Major Instructional Area/Course

Business English

LAP Two

Capitalization

LAP Objective

Upon completion of this LAP, you will be able:

To identify and apply capitalization skills in writing.

You will demonstrate competency by completing the assignments, tests, and SkillsTutor lessons in this LAP with 85% accuracy.

Specific Objectives:

- Demonstrate basic capitalization rules for first word in a sentence, titles, proper nouns, and specific names
- Identify names of geographic locations and buildings that should be capitalized.
- Choose proper adjectives that should be capitalized in sentences.
- Demonstrate skill in capitalizing abbreviations and parts of a letter.

References: English Skills Practice: Parts of Speech
Focus on Skills
Integrated Keyboarding/Communication Skills
Language for Writing Books 2, 4, 5
Language Skill Book
Mastering Parts of Speech
Proofreading & Editing Precision 4th Edition

LAP 2-AC-ENG	8-17-04	Prerequisite(s) LAP 1-AC-ENG	Time Range 8 hrs
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Don't trash it; recycle it!

LEARNING ACTIVITIES PAGE

Directions: Write a check on the blank as you complete each step

- | | |
|---------------------------|---|
| _____ 1. READ | LAP and Specific Objectives listed on cover page of this LAP #2-AC. |
| _____ 2. READ and STUDY: | Information Sheet #1, "First Words, Titles, and I," page 3. |
| _____ 3. DO: | Activity Sheet #1, page 4. |
| _____ 4. READ and STUDY: | Information Sheet #2, "Proper Nouns," page 5. |
| _____ 5. DO: | Activity Sheet # 2, page 5. |
| _____ 6. READ and STUDY: | Information Sheet # 3, "Graphic Locations and Building Names," page 6. |
| _____ 7. DO: | Activity Sheet # 3, page 6-7. |
| _____ 8. READ and STUDY: | Information Sheet # 4, "Proper Adjectives," page 8. |
| _____ 9. DO: | Activity Sheet # 4, page 8-9. |
| _____ 10. READ and STUDY: | Information Sheet #5, "People's Titles," page 10. |
| _____ 11. DO: | Activity Sheet # 5, page 10. |
| _____ 12. READ and STUDY: | Information Sheet # 6, "Abbreviations and Parts of a Letter," page 11. |
| _____ 13. DO: | Activity Sheet # 6, page 12-13. |
| _____ 14. READ and STUDY: | Information Sheet # 7, "Specific Names," page 14. |
| _____ 15. DO: | Activity Sheet # 7, page 14-15. |
| _____ 6. TYPE: | A letter to your teacher, page 15. |
| _____ 17. LOGIN and DO: | SkillsTutor Lessons, page 16. Record you scores on the score sheet provided on page 16. |
| _____ 18. TURN IN; | All activity sheets and SkillsTutor scores to your teacher. |
| _____ 19. DO: | LAP Test #2 and "Apply What You Have Learned." |

Information Sheet #1

Capital Letters: First Words, Titles, and I

- **Capitalize the first word of a sentence and of a line of poetry.**

EXAMPLES: **M**aria wrote a poem. **H**ere's how it began:

One cold, starry night
I saw the stars taking flight.

- Capitalize the **first word** of the beginning of a **quotation**.

EXAMPLES: Mrs. Barnes said, "**E**veryone should learn a poem."

"**Y**ou are right," said Denise, "and I will try."

- Capitalize the **first, last, and all important words** in **titles** of works:

books chapters movies magazines newspapers plays
poems stories songs radio shows TV shows works of art

Don't capitalize a word such as in, of, a, or the, unless it comes first or last.
Capitalize nouns, pronouns, verbs, and longer prepositions and adjectives.

EXAMPLES: **T**he **C**all of the **W**ild
Car and **D**river

Wheel of **F**ortune
We **A**re the **W**orld"

- Capitalize the **pronoun I**.

EXAMPLES: **I**, I'm, I'll, I've, I'd

Information Sheet #2

Capital Letters: Proper Nouns

- A **proper noun** names a particular person, place, or thing. Use **capital letters** for all proper nouns.
- Capitalize the **names of people**.
EXAMPLES: LaNelle **O'Connor**, Aunt **Lou-Ann**, **Byron McDonald**
- Capitalize the names of **days, months, and holidays**.
EXAMPLES: **Saturday**, **March**, **Flag Day**
- Capitalize the names of specific **products, companies, stores, schools, organizations, and teams**.
EXAMPLES: **Yummy Lemon Drops**, **Parker Industries**
Shoppers World, **Westside Education Center**
Citizens for a Better City, **The Supremes**
San Diego Chargers, **Toronto Blue Jays**

Activity Sheet #2

Circle each letter that should be capitalized. Write the capital letter above it.

- I F R S C M C
1. in february, ray stark started a new job at cox manufacturing company.
 2. Ray learned about the job from anne marie's relatives, uncle edwin and aunt elise.
 3. His supervisor's name at the company is tanya henderson.
 4. he has good benefits including paid holidays and either saturday or sunday off each week.
 5. Ray's first paid holiday will be memorial day in may.
 6. Ray uses his time off to help with community organizations such as all-city sports for kids.

Write a proper noun for each item. Use correct capitalization.

1. The month of your birthday
2. The first and last name of a friend
3. The name of a neighborhood store

Information Sheet #3

Capital Letters: Graphic Locations and Building Names

- **Capitalize** the names of **cities, states, provinces, countries, continents**, and specific **geographic locations**.
EXAMPLES: **S**an **F**rancisco, **A**rizona, **O**ntario, **S**pain, **A**frica, the **W**hite **M**ountains,
the **S**t. **L**awrence **R**iver
- Capitalize the names of **streets, parts of town**, and **regions of the country**. Do not capitalize directions such as east, west, north, and south.
EXAMPLES: **F**irst **S**treet, **R**oute 66, the **N**orthwest
To get to the **S**outh **S**ide, turn east on **E**lm **S**treet.
- Capitalize the names of **buildings** and **monuments**.
EXAMPLES: the **E**mpire **S**tate **B**uilding, the **L**incoln **M**emorial

Activity Sheet #3

Circle each letter that should be capitalized. Write the capital letter above it.

L J D M

1. Marcus and lydia jones now live in Detroit, michigan.
2. they recently moved from canada, where they lived in calgary, alberta.
3. they both work at midwest manufacturing company and save their money for traveling.
4. Last september they took a trip down the mississippi river to new orleans, louisiana.
5. In july they are planning a vacation trip to california and parts of the american southwest.
6. They will go to sequoia national park in the sierra nevada mountains.
7. someday they want to travel west to australia to visit ayers rock and the great barrier reef.
8. They would also like to travel east to europe to visit france, England,. and germany.

Use correct capitalization to write a proper noun for each item.

1. The name of the country where you were born
2. The name of your street
3. The name of your city and state
4. The name of a park, lake, or river
5. The name of a building or monument

Check the capitalization in each sentence. Write C for correct capitalization or I for incorrect capitalization.

- _____ 1. The president of the United States lives in the white house.
- _____ 2. Last august we visited the state of Oregon in the Pacific Northwest.
- _____ 3. Joseph's apartment is on Michigan Avenue, on the north side of the street.
- _____ 4. Is antarctica a continent?
- _____ 5. Many centuries ago, Vikings lived in norway, sweden, and denmark.
- _____ 6. Do Rosa and her sister live on north remington street?
- _____ 7. Egypt is located in the northern part of Africa.
- _____ 8. The Middle East is an important oil-producing region of the world.
- _____ 9. Each year thousands of people visit the golden gate bridge in San francisco.
- _____ 10. Who is currently the prime minister of Canada?
- _____ 11. Ford, chrysler, and general motors are three large U.S. auto makers.
- _____ 12. Ingrid thompson's favorite fast food is Flavor Fried Chicken.
- _____ 13. Does he work for Joe's Household Appliance Company?
- _____ 14. Ron franklin is taking computer courses at new jersey technical school.
- _____ 15. How many people live on Chicago's South Side?
- _____ 16. Michi Fujimoto moved from los angeles to San Jose, California.
- _____ 17. I visited several islands in Hawaii including maui and oahu on my trip.

6. (Spain) Jose teaches students to speak _____ the language.

7. (Portugal) Three _____ fishing boats are in the harbor.

8. (Jamaica) This lively music is made by _____ steel drums.

Use proper adjectives to complete each sentence. For number four, use two (2) proper adjectives and write about things you like.

1. My favorite ethnic foods are _____ food
_____ food, and _____ food.

2. I like listening to _____ music.

3. I'd like to learn more of the _____ language.

4.

Information Sheet #5

Capital Letters: People's Titles

- **Capitalize** a person's **title** when it comes **before a name**.
EXAMPLES: **D**octor Lerner **J**udge Karnes
 Governor Thomas **G**eneral McIntire

- Capitalize **abbreviations of titles**.
EXAMPLES: **M**r. J. D. Little **D**r. Simon
 Rev. Barrish **C**ol. Fernando Gonzales

- Capitalize **abbreviations of titles** that come **after a name**.
EXAMPLES: Rachel Wong, **M.D.** Charles S. Turner, **Jr.**

Activity Sheet # 5

Circle each letter that should be capitalized. Write the capital letter above it.

- M J S S
1. mayor jones and senator small attended an awards banquet Friday night.
 2. dr. fox is a veterinarian at the local animal hospital.
 3. The invitation said to reply to maj. hilary hanson.
 4. No one expected judge randall to rule in favor of mr. jones.
 5. We were disappointed that gov. dickson couldn't speak at graduation.
 6. She arranged for senator christopher larsen to take her place.

Write each name and abbreviate the title. Use correct capitalization.

1. Doctor Luisa Ramos Dr. Luisa Ramos
2. Colonel Jacob Kravitz _____
3. Governor William Albright _____

Write each title and name using correct capitalization.

1. mr. marvin long _____
2. lynn morris, m.d. _____

Information Sheet # 6

Capital Letters: Abbreviations and Parts of a Letter

- Capitalize **abbreviations** of **days** and **months** and parts of **addresses**. With the ZIP Code, use the **two-letter state** abbreviation and capitalize both letters.

EXAMPLES: **Fri.**, **Aug. 17** in Dallas, **TX**.

267 **N.** Concord **Ave.**, Hartford, **CT** 06101

- Capitalize parts of a letter: **return address**, **date**, **inside address**, **greeting**, and **closing**. In the closing, capitalize only the first word.

EXAMPLES: 9612 **Fourth Street** **return address**

Houston, TX 77013

June 18, 1996

date

Ms. Melba Mosley

inside address

Director of Personnel

Acme Printing Company

3396 North Ventura Street

Houston, TX 77035

Dear Ms. Mosley:

greeting

Sincerely yours,

closing

Activity Sheet # 6

Circle each letter that should be capitalized. Write the capital letter above it.

- M S J F
1. Is ms. Simms expected back from her trip in jan. or in feb.?
 2. The garage sale on sat. and sun. is at 101 w. charles st.
 3. Have you ever been to orlando, fla.?
 4. There is a house for sale at the corner of maple ave. and sunset st.
 5. Everyone in our company has the first mono in sept. off for Labor Day.
 6. Jim's children made breakfast for him every sun. in oct.

Use correct capitalization to rewrite each item.

1. dr. carla jones
123 forest avenue
st. louis, mo 63155

2. yours truly,

3. dear mr. stewart:

Circle each letter that should be capitalized. Write the capital letter above it.

1. did anita and her family drive through arizona, new mexico, and colorado?
2. isn't brazil larger in area than the united states?
3. did mark twain live in the small town of hannibal, missouri?
4. have you read the story of helen keller?
5. the north sea is connected with the english channel by the strait of dover.
6. at thirteen, sam houston moved to tennessee from lexington, virginia.
7. isn't st. augustine the oldest city in the united states?
8. is charlottetown the capital of prince edward island?
9. our teacher brought japanese money back from her trip.

Activity Sheet #6 cont.

Circle each letter that should be capitalized. Write the capital letter above it.

1. niles school Art Fair
 sat., feb. 8th, 9 A.M.
 110 n. elm dr.
2. austin water festival
 june 23-24
 mirror lake
 shoreville, mn 55108
3. october fest
 october 28 and 29
 9 A.M.-5 P.M.
 63 maple st.
4. capt. margaret k. hansen
 2075 lakeview st.
 phoenix, az 85072
5. jackson school Track Meet
 wilson stadium
 tues., sept. 26, 10:30
6. barry briggs, jr.
 1100 n. clarke st.
 markham, ontario L3R 1 H5
7. captain c.j. neil
 c/o Ocean_Star
 p.o. box_4455
 portsmouth, nh 03801
8. dr. charles b. stevens
 elmwood memorial hospital
 411 first street
 tucson, az 85062
9. gary l. louis, m.d.
 5931 congress rd.
 syracuse, ny 13217
10. thanksgiving concert
 wed., nov. 23, 11:00
 See ms. evans for details.

Information Sheet # 7

Capital Letters: Specific Names

- **Capitalize a specific name** of any kind, but do not capitalize a general name.

EXAMPLES: general	specific
the bus company	Minneapolis City Bus Company
a recreation center	Highlands Recreation Center
consumer math	Consumer Math 101
an annual race the	Boston Marathon

Activity Sheet # 7

Circle each letter that should be capitalized. Write the capital letter above it.

R T S

1. Fred said he would call roy's taxi service.
2. Tran is teaching a class called vietnamese culture at our local community center.
3. The marshall's children attend westside elementary school.
4. Can you get to big valley mall on the city bus?
5. The blue dot cafe is a nice place for good, cheap food.
6. Which doctor at south miami community clinic do you like best?
7. Sarah and daniel usually meet in the cafeteria at the haynes adult education center.
8. Sue young works at berkman's department store in the mall.
9. Do you recommend adam's employment agency or some other employment agency?
10. Take the ventura freeway to state highway 16.

Check the capitalization in each sentence. Write C for correct capitalization or I for incorrect capitalization.

- _____ 1. I need to find out where the neighborhood Library is located.
- _____ 2. Do you know the best way to get to the Airport in San Diego?

Activity Sheet # 7 cont.

- _____ 3. Advanced personal auto repair is being offered at our nearby community college.
- _____ 4. Have you ever taken a Class in woodworking?
- _____ 5. Ms. Kratky is a librarian at the New York Public Library.
- _____ 6. Carl works at ace appliance repair.
- _____ 7. St. Elias Greek Orthodox Church is one of the oldest buildings in town.
- _____ 8. Logan International Airport is located in Boston.
- _____ 9. I like to visit Art Museums, especially the Metropolitan Museum of Art.
- _____ 10. Does this suit need to go to the Dry Cleaners?
- _____ 11. Parkland Hospital is a well-known emergency center in Dallas.
- _____ 12. His favorite movie theater is the North Park Multiplex Cinema.

Write a specific name for each general name below. Use correct capitalization.

- 1. A mall or shopping center
- 2. A grocery store or supermarket
- 3. A class you have taken
- 4. A repair shop
- 5. A clothing store where you shop
- 6. A restaurant you like
- 7. A sports team
- 8. A movie theater

Application

Type a business letter to your teacher using what you have learned in this Capitalization LAP.

SKILLSTUTOR SCORE SHEET

Web Address: www.myskillstutor.com
User ID: _____
Password: _____
Site: francis01

Access the internet. Type in www.myskillstutor.com in the address line.
Type in your user ID, password, and site (as shown above).
Click on “Take Assignment.”
Click on “Language” and then “Capitalization.”
Select the activity.
Record score in first column.
Click Back to return to the list of subjects.
Click Log Out to exit SkillsTutor.com.

If you do not make an 85 or above on lessons or the quizzes, please take them again.

Capitalization		
SCORE		
1		First Word in a Sentence
2		First Word in a Quotation
3		Greetings and Closings in Letters
4		Names and Initials of People and Pets
5		Names of Buildings, Monuments, Ships, etc.
6		Titles of Books, Magazines, Movies, etc.
7		Titles of School Courses
Q 1-7		Quiz on Lessons 1-7
8		Proper Adjectives
9		The Pronoun “I”
10		A Title Preceding a Person’s Name
11		A Title Used in Place of a Person’s Name
12		Titles That Are Not Capitalized
Q 8-12		Quiz on Lessons 8-12
13		Names of Racial, Ethnic, and Religious Groups
14		Names of Civic, Social, and Fraternal Groups
15		Names of Organizations, Businesses, etc.
16		Names of Geographic and Political Divisions
17		Names of Natural Features
18		Names of Calendar Items
Q13-18		Quiz on Lessons 13-18
T2		Posttest on Capitalization

Ask your teacher for the test on LAP 2, Capitalization.