

## The Rules of Capitalization

- A capital letter is used at the beginning of a sentence.

### **Examples**

The bear in the zoo was a big one.

Cycling is a good form of exercise.

His favorite pastime is reading mystery stories.

- A capital letter is used with *proper nouns*.

### **Examples**

On Saturday morning we have Inter School Soccer Match.

Ali and Ahmed are good tennis players.

Mother Teresa was born in Skopje, Macedonia on Monday, August 27, 1910.

- When you look at a calendar, almost every word is capitalized. That's because you should always capitalize days of the week and months of the year (even when they're abbreviated). Additionally, holidays are also capitalized whenever you write them.

### **Examples:**

Monday

Saturday

January

December

Ramadan

Eid

Christmas

Hanukkah

Easter

Thanksgiving

### ***But Not Seasons***

Even though we capitalize days, months, and holidays, not every word falls in this. We don't need to capitalize "winter," "spring," "summer," or "fall" (or "autumn") unless it's part of a title or proper noun.

- A capital letter is used with adjectives that are derived from proper nouns.

### **Examples**

Most tombs of the **Mughal** era were inspired by Persian architecture.

We had dinner at a **Chinese** restaurant.

David Copperfield is my favourite **Dickensian** character.

It is **Pakistani** bag.

- The pronoun "I" is always written in capital.

### **Example**

My parents say **I** spend too much time surfing the Internet. I think it's a great way to gather information.

- Books, movies, poems, and other creative works often require capitalization. If you have a future as a blogger, you might choose to capitalize headers in your articles. There are two primary ways to draft headers in an online article.

## **Title Case**

*You can use title case, where you capitalize:*

the first word

adjectives

nouns

verbs

the last word

*Meanwhile, you generally don't want to capitalize:*

articles (a, an, the)

conjunctions (for, and, but, so)

prepositions with three or fewer words (in, on, at)

The first letter of a work of art is always capitalized, even if it's an article, preposition or conjunction. The last word of these titles always receives a capital too. For example:

*The Glass Menagerie*

*A Few Good Men*

*Of Mice and Men*

*Fools Rush In*

*One Flew Over the Cuckoo's Nest*

*Spider-Man: Far From Home*

*Bury My Heart at Wounded Knee*

- Abbreviations formed from the first capital letters.

**Examples**

**BBC** for British Broadcasting Corporation

**UAE** for United Arab Emirates

- Capitalize the first word in quotations, provided the quoted material is a complete sentence.

**Example**

Ralph Waldo Emerson said, "*The* only way to have a friend is to be one."

- Capitalize titles when they are on the signature line of a letter, when the title comes immediately before a name, or when the title replaces the use of a name (i.e., a title used as a direct address).

**Here are some examples:**

Sincerely,

Mohammad Ahmed, *President*

OR

*Ms.* Sarah Ahmed

OR

Hello, *Senator*. It's nice to see you again.

Do not capitalize titles when they are not used as a direct address to a person. For example:

The *senator* will be in town today to inspect the building of the railway.

- Capitalize directions only when they refer to specific regions.

### **Examples**

My favorite place in the world is *Northern Ontario*.

***Do not capitalize "north," "south," "east," and "west" when giving directions:***

Drive six blocks *north*, and then turn right.

- The first word of a salutation should be capitalized, as well as the first word of a closing.

### **Examples:**

*Dear* Billy,

OR

*Regards,*

John Smith

- Capitalize when two or more sentences follow a colon.

### **Example:**

We have set this restriction: Do your chores before watching television. That includes washing the dishes.

***Do not capitalize after a colon if you are writing a list, or if there is only one sentence following the colon:***

There are many metals hidden away within the earth's crust: *gold*, zinc, and lead are just a few examples.

OR

There is a way to remember test information: *study* a lot the night before your big midterm!

## PUNCTUATION MARKS

Punctuation marks are symbols that help us to organize and structure sentences. The term punctuation is derived from a Latin term punctum. It means the correct use of points or stops in writing.

Punctuation serves as a pause within a sentence, which is necessary in order to emphasize certain phrases or words, in order to help readers and listeners understand better what the writer or speaker is trying to convey. Thus, the basic function of punctuation is to place stress on certain sections of a sentence.

Using punctuation incorrectly can convey an entirely different meaning of a sentence from the one that was originally intended.

There are 14 punctuation marks that are commonly used in English grammar. They are the period, question mark, exclamation point, comma, semicolon, colon, dash, hyphen, parentheses, brackets, braces, apostrophe, quotation marks, and ellipsis. Following their correct usage will make your writing easier to read and more appealing.

**Three punctuation marks** are appropriate for use as sentence endings. They are the *period, question mark, and exclamation point*.

### **1. Full Stop (.)**

A **full stop**, also known as a **period** (.) in American English, is one of the most commonly used punctuation marks in the English language. Analysis of texts indicates that approximately half of all punctuation marks used are full stops.

A full stop marks the end of a sentence. While reading a sentence we need to pause after a full stop. Full stops end sentences that are not questions or exclamations. A full stop is used at the end of every declarative sentence.

### **Examples**

This is an Elephant.

He is an excellent teacher.

Canada is fascinating country.

A **full stop** is also used at the end of an abbreviated word or between the letters of an abbreviated word. We **DO NOT** use a full stop with abbreviations formed from the first capital letters. For example: BBC, USA and MA

### **Examples**

Co.

etc.

e.g.

i.e.

Ms.

Mr.

## **2. Question Mark (?)**

A **question mark (?)** is needed to indicate a direct question when placed at the end of a sentence. The question can be a short word or a whole sentence.

### **Examples**

Who is there?

Are you from Pakistan?

What? (*a short word*)

### **3. Exclamation Mark (!)**

An **exclamation mark** is used to show emphasis. It can be used in the middle of a sentence or at the end of a sentence. When used at the end of a sentence, it also takes on the role of a full stop or a period.

We often use an exclamation mark (!) to show strong emotion or give a command.

#### **Examples**

Don't go there!

Stop!

Wow! This car is beautiful.

Hey, don't touch that!

### **4. Quotation Mark/ Speech Mark/ Inverted Commas (“ ”)**

Quotation marks enclose direct speech – it can be double or single. They are used at the beginning and end of a phrase to show that it is being written exactly as it was originally said or written. Question Marks, Commas or periods are always placed immediately before the closing quotation mark.

#### **Examples**

She asked me, "How are you?"

“Atif is a wonderful singer,” she said.

**Single quotation marks ( ' ' )** are used most frequently for quotes within quotes.

#### **Example**

Ali told the teacher, "I saw Umar at the playground, and he said to me 'Fahad started the fight,' and I believed him."



## 5. Apostrophe ( ' )

An **apostrophe** is used to show that certain letters have been omitted from a word. The punctuation symbol can also be used to show the possessive form of a noun, in addition to indicating the plural form of lowercase letters. **The punctuation rules:**

- Use an apostrophe in contractions/ Omission of letter from a word

### Examples

*He is = He's*

*I am = I'm*

*Do not = Don't*

*They have = They've*

*It is = It's*

*I've seen that movie several times.*

*I'd like to have a cup of coffee.*

- Use an apostrophe to indicate possession

*He joined **Charles's** army in 1642.*

***Sarah's** hair was blond and curly.*

*The **boy's** sister traveled by bus to meet us.*

**NOTE:** The apostrophe is put at the end of the possessive form of plural noun which end on 's'.

A **girl's** uniform. (Single Noun)

The **girls'** uniforms. (Plural Noun)

- Plural for lowercase letters

*Six people were told to mind their **p's** and **q's**.*

**NOTE:** It should be noted that, according to Purdue University, some teachers and editors enlarge the scope of the use of apostrophes, and prefer their use on symbols (&'s), numbers (7's) and capitalized letters (Q&A's), even though they are not necessary.

## **6. Comma (,)**

A **comma** is used to show the difference between two separate ideas or elements within a sentence. Commas have other users as well, as they can be used to separate numbers, and write dates.

### **The comma rules and examples:**

- Add a comma when two separate sentences are combined

#### **Example:**

*We purchased some cheese, and we purchased some fruit.*

- Use commas between words in a series. Notice that the comma is not used before the last word in the series

#### **Example:**

*He was tall, dark, and handsome.*

- Use a comma to separate an introductory element from the rest of the sentence

**Example:**

*As the day came to an end, the fire fighters put out the last spark.*

*To go there, we need a car.*

- Use the comma to set off the words “yes” and “no”.

**Example:**

*No, thank you.*

- Use a comma to set off a tag question from the rest of the sentence.

**Example:**

*She is your sister, isn't she?*

- Use a comma to indicate direct address.

**Example:**

*Is that you, Ayesha?*

- Add a comma when a participle phrase clause is used.

**Example:**

*Walking slowly, I could see the beautiful flowers.*

- Use a comma to separate parts of the date.

**Example:**

*Tuesday, May 2, 2016, was when I graduated.*

**NOTE:** Whether to add a final comma before the conjunction ‘and’ in a list is a matter of debate. This final comma, known as an **Oxford or serial comma**, is useful in a complex series of elements or phrases but is often considered unnecessary in a simple series.

## **ACTIVITIES**

### **ACTIVITY (1)**

#### **Capitalization**

**1. Choose the sentence in which capital letters are used correctly.**

- (A) This afternoon, you and I will play basketball with Kathleen and Beth.
- (B) This afternoon, You and I will play basketball with Kathleen and Beth.
- (C) This afternoon, you and i will play basketball with Kathleen and Beth.

**2. Choose the sentence in which capital letters are used correctly.**

- (A) Marie Curie, the famous chemist, worked with her Husband, Pierre.
- (B) Marie curie, the famous Chemist, worked with her husband, Pierre.
- (C) Marie Curie, the famous chemist, worked with her husband, Pierre.

**3. Choose the answer that shows capital letters used correctly. (title of a poem)**

(A) "one perfect rose"

(B) "One perfect rose"

(C) "One Perfect Rose"

**4. Choose the answer that shows capital letters used correctly. (title of a student's report)**

(A) "how I built a canoe"

(B) "How I Built a Canoe"

(C) "How I Built A Canoe"

**5. Choose the answer that shows capital letters used correctly.**

(A) "The only way to have a friend," said Emerson,  
"is to be one."

(B) "the only way to have a friend," said Emerson,  
"is to be one."

(C) "The only way to have a friend," said Emerson,  
"Is to be one."

**6. Choose the word or words that should be capitalized in the following sentence: The story's setting is a swiss mountain.**

(A) Swiss

(B) Mountain

(C) Swiss Mountain

**7. Choose the word or words that should be capitalized in the following sentence: Heather introduced her english cousin.**

(A) English

(B) Cousin

(C) English, Cousin

**8. Choose the word or words that should be capitalized in the following sentence: I do better in social studies than in german or math.**

(A) Social Studies, German, Math

(B) German

(C) German, Math

**9. Choose the word or words that should be capitalized in the following sentence: 10:25 a.m., july 4th, a.d. 1990.**

(A) A.M., July

(B) A.M., July, A.D.

(C) July, A.D.

**10. Choose the word or words that should be capitalized in the following sentence: Our high school was named after a hero who was a captain in world war II.**

(A) High School

(B) Captain

(C) World War

## ACTIVITY (2)

**Click the links given below to solve the quiz related to ‘The Rules of Capitalization’.**

[https://www.grammarbook.com/grammar\\_quiz/capitalization\\_1.asp](https://www.grammarbook.com/grammar_quiz/capitalization_1.asp)

<https://quizizz.com/admin/quiz/5ad4d32e4e5fbc001b96ac13/capitalization-rules>

## ACTIVITY (3)

### **Periods, Question Marks, and Exclamation Points Quiz**

**1. For each of the following, choose the sentence that ends with the correct punctuation mark.**

- A) What is your teacher’s name?.
- B) What is your teacher’s name?
- C) What is your teacher’s name!

**2.**

- A) Hey, watch out for that car?
- B) Hey, watch out for that car!.
- C) Hey, watch out for that car!

**3.**

- A) My grandmother lives across the street. From the school.
- B) My grandmother lives across the street from the school.
- C) My grandmother lives. Across the street from the school.

**4.**

- A) She asked if our parakeet is named Polly.
- B) She asked if our parakeet is named Polly?

**5.**

- A) Butchie asked, "Will you take me to the mall."
- B) Butchie asked, "Will you take me to the mall"?
- C) Butchie asked, "Will you take me to the mall?"

**6.**

- A) Did you say, "Wanda won first prize in the contest?"
- B) Did you say, "Wanda won first prize in the contest"?
- C) Did you say, "Wanda won first prize in the contest".

**7.**

- A) I wonder what your favorite color is.
- B) I wonder what your favorite color is?
- C) I wonder what your favorite color is!

**8.**



- A) He said, "Can you sing the national anthem."
- B) He said, "Can you sing the national anthem?"
- C) He said, "Can you sing the national anthem"?

**9.**

- A) He asked if I could sing "The Star-Spangled Banner"?
- B) He asked if I could sing "The Star-Spangled Banner?"
- C) He asked if I could sing "The Star-Spangled Banner."

**10.**

- A) May I come with you?.
- B) May I come with you?
- C) May I come with you.