Capitalization rules are the guidelines for using upper case letters in the written word. Capitalize the first letter of every sentence; every line of poetry; proper names of persons, places, days; titles of religion, honor or distinction; words of nationality; most words derived from proper names; the letters I and O when used as words; and sometimes other special words or emphatic words, phrases, and clauses. Do not capitalize yes, no, oh, good-bye, good-morning, or amen unless they begin a sentence. Say it! Write it! Repeat it!

O God, hear me.

O Lord, have mercy on us.

He and I read the book.

She and I enjoyed a sweet treat.

O, say, can you see the flag?

I came; I saw; I conquered.

Hear me, O, my friends.
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It is beautiful, oh so beautiful.

Oh! She has a most pleasant manner.

A true gentleman can say nocourteously.

No, I do not want a second serving.

Tell her that yes is the answer.
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Yes, that is a good answer.

Let them know that I say good-bye.

He left the dock saying, “Good-bye!”

Wish him a good-morning for me.

Good-morning, how are you today?
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He said the last amen.

Amen I say to you, they have received their reward.