

Name: _____ Date: _____

Capitalization Of Titles:

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.

Capitalize all of the big words in a title except for words of fewer than three letters. The exception to this is in computer work where there is no option to underline or italicize.

Say it! Write it! Repeat it!

Blessed Pope Pius IX sent a letter to

President Jefferson Davis.

United States General Mac Arthur fought

in the Pacific.

The governor of Arizona is Governor Jan

Brewer.

The mayor of that city is Mayor Jones.

Did you know that Mrs. Shirley Temple

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Say it! Write it! Repeat it!

Black was U.S. Ambassador to

Czechoslovakia?

Ask Fr. Smith to say hello to Mr. Adams,

Mrs. Baker and Miss Cramer while he visits.

Reverend Mr. Johnson went to Dr. Brown's
office.