

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.

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Say it! Write it! Repeat it!

Did you know that Mrs.

Shirley Temple 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.