

# *Capitalization Rules Reference List*

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 and such.

Titles of honor or distinction.

Words of nationality.

Most words derived from proper names.

The letters I and O when used as words.

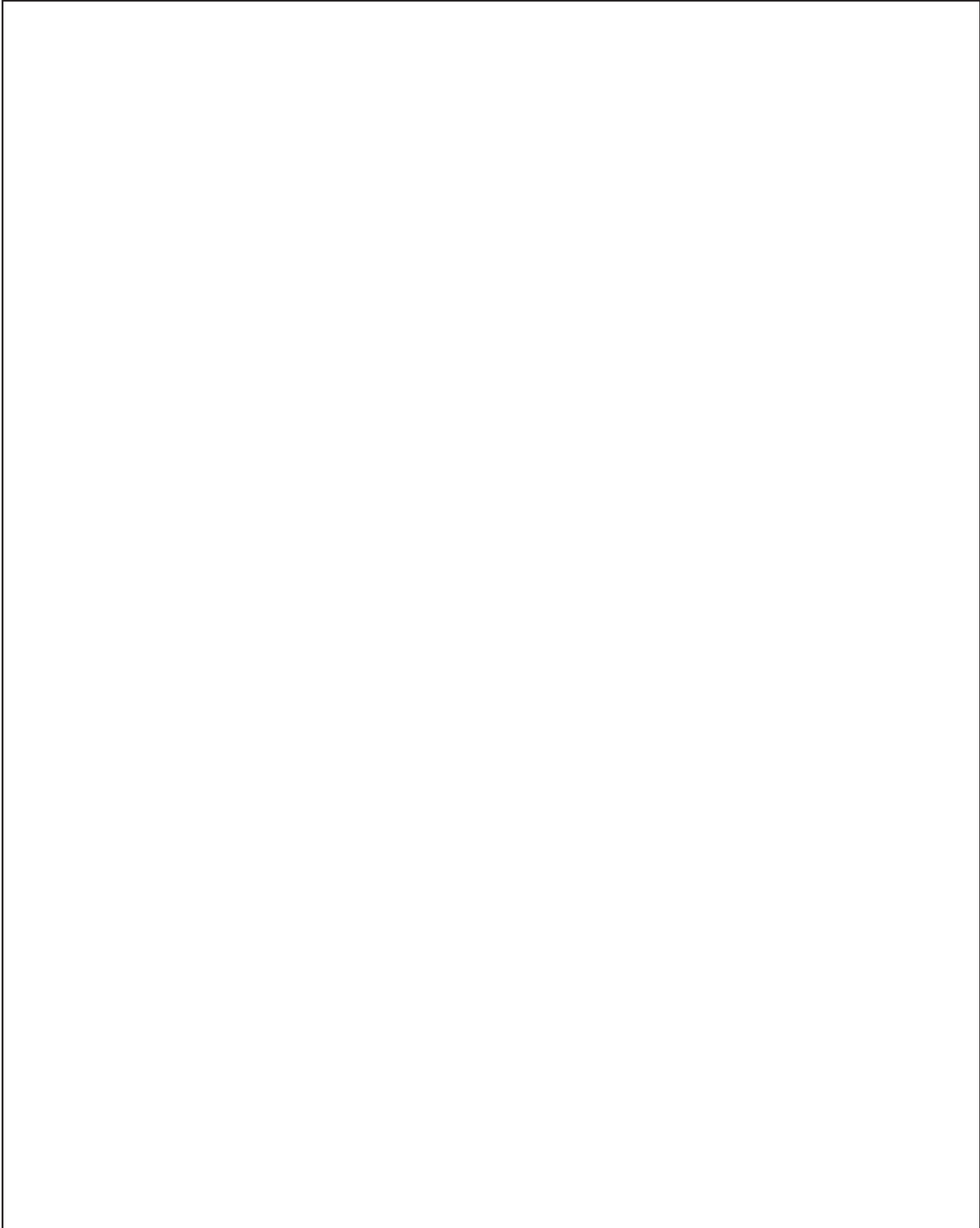
The first letter of these **may** be capitalized:

Words of special importance.

Emphatic words, phrases and clauses.

Name: \_\_\_\_\_

# ***Capitalization Rules Reference List***



**Name:** \_\_\_\_\_