

Capitalization

The following words should begin with a capital letter.

1. The first word of every sentence.

Example

She is not the rose, but she lived near the rose.

2. The first word after every full stop.

Example

It is painful enough to discover that people are insincere.

3. The first word after a question mark or a phrase or an exclamation mark that occurs at the end of a complete sentence. If the question mark or an exclamation mark follows a word or a phrase, the next word requires no capital.

Example

How delightful it is to be back again. It seems only a few months since I left.

4. The first word of a direct quotation.

Example

Benjamin Franklin says: "Wealth is not his that has it, but his who spends it."

5. The first word of every line of verse, although there is a tendency to discontinue using capitals for this purpose.

Example

Thy twofold shout I hear;

Proper names and the adjectives formed from them.

Example

Patrick Clare was partly English and partly Irish by birth and this may explain much that was curious in his temperament.

6. Nouns and pronouns relating to God.

Example

God is almighty. It is He who sustains the whole world. To Him is due all praise.

7. Personifications.

Example

Let not ambition much their useful toil.

There, homely joys and destiny obscure;

8. The names of the days of the week and the months of the year, but not the name of the seasons, although this is not unusual in verse.

Example

His boat will arrive on Saturday, the 8th March, and he will be returning in the late autumn.

9. The pronoun I, and the letter O when used before words of address.

Example

It is I, O king, who will save thee.

10. Words denoting important historical events.

Example

the flood, the conquest, the reformation, the restoration.

Below are given passages for Capitalization with their solutions.

1. Two frogs went into a cool dairy, and by a sad chance, fell into a large basin of fresh milk. one was always cheerful and had good hope of the future, even in painful circumstances. the other frog lost hope and gave up all attempts to save his life. so he soon perished, but the cheerful frog swam about bravely, till he was rescued.

Solution

Two frogs went into a cool dairy, and by a sad chance, fell into a large basin of fresh milk. One was always cheerful and had good hope of the future, even in painful circumstances. The other frog lost hope and gave up all attempts to save his life. So he soon perished, but the cheerful frog swam about bravely, till he was rescued.

2. "good morning," said i "Oh, good morning," said she: "i was terribly embarrassed." "a fine morning" said i, wiping my forehead. "yes," she said shortly, "it will be a fine day", i said description. "hope so," she replied, bending over her sewing. "well i shall be hurrying along," said and left the room. a little pearl string of heartless silvery laughter came floating out of the window. she knows i came six miles out of my way just to see her, i thought bitterly to myself, and for the hundredth time resolved to think of her no more.

Solution

"Good morning," said I "Oh, good morning," said she: "I was terribly embarrassed." "A fine morning" said I, wiping my forehead. "yes," she said shortly, "it will be a fine day", I said description. "Hope so," she replied, bending over her sewing. "Well I shall be hurrying along," said I and left the room. A little pearl string of heartless silvery laughter came floating out of the window. She knows I came six miles out of my way just to see her, I thought bitterly to myself, and for the hundredth time resolved to think of her no more.