

INSTRUCTOR: "Capitalization." Capital letters are used for the first word in a sentence, for proper nouns, and for major words in the titles of works. Understanding the rules for correct capitalization will help cut down on the number of errors in your writing. Let's look at each of these situations.

The first word in a sentence should always be capitalized. Tomorrow is another day.
The new bus route begins next week. Email is the best way to get in touch with me.

Proper nouns should also begin with a capital letter. Proper nouns are specific official names of common nouns, such as people, places, and groups. Here are some examples of common, or general, nouns and proper, or specific, nouns. Boy. Oliver. Politician. Hillary Clinton. Country. United States. Date. July 4, 1776. Company or brand. Adidas. Band. The Beatles. Language or nationality. Spanish.

Knowing which words to capitalize in a title can be tricky. You should capitalize all major words and titles. Minor words that should not be capitalized include prepositions, such as in, on, over, and to, conjunctions, such as and, for, and or, and the articles a, an, and the, unless they are the first or last word in the title. Do not capitalize minor words.

One Flew Over the Cuckoo's Nest. The preposition over and the article the are not capitalized in this movie title. *US News and World Report.* The conjunction and is not capitalized in this magazine title. *The Washington Post.* The article the is capitalized because it is the first word of this newspaper's title.

"Nutrition Is Key to Better Grades." The preposition to is not capitalized in this article title. The verb is is capitalized even though it is short because all verbs should be capitalized.

"Whole Lotta Shaking Going On." The preposition on is capitalized because it is the last word of this song title.

Remember, to make your writing clear and correct, capitalize the first word in a

sentence, proper nouns, and major words in the titles of works.