

22 Capitalization Rules

1 People and Character Names Capitalize people's and characters' names. Also, capitalize people's titles, such as The President of the United States or Alexander the Great. Do not capitalize an article (*a, an, the*) that is part of the title, unless it begins the title. **Example:** President James Earl Carter worked to provide housing for the poor.

2 Place Names Capitalize place names. Do not capitalize a preposition that is part of a title, unless it begins the title. Examples: Stratford upon Avon or Cardiff by the Sea. **Examples:** Ryan visited Los Angeles to see the Holocaust Museum.

3 Names of Things Capitalize named things. Do not capitalize a conjunction that is part of a title, unless it begins the title. Example: President Lincoln and Soldiers' Home is a national monument in Washington D.C. **Example:** The Old North Church and Fenway Park are in Boston.

4 Names of Holidays Capitalize holidays. Normally, it is proper form to spell out numbers from one through ten in writing. However, when used as a date name, the numerical number is used. **Example:** They celebrate the 4th of July, but not Easter.

5 Dates and Seasons Names Capitalize dates, but do not capitalize seasons. **Example:** The winter months consist of December, January, February, and March.

6 Titles of Things Capitalize the words in titles. Don't capitalize articles (*a, an, the*), conjunctions (*and*), or prepositions (*with*), unless these words begin or end the title. **Examples:** My favorite Jim Morrison song is "The End." I like the movie *Gone with the Wind*.

7 Titles of Courses or Classes Capitalize the titles of specific academic course or classes, including any connected letters. **Example:** Next spring Jake has to take Math Analysis 2C in order to stay on track for early graduation.

8 Hyphenated Titles Capitalize the first and second parts of hyphenated titles if they are nouns or adjectives that have equal importance. **Example:** The Twentieth-Century was haunted by two world wars. Don't capitalize a word following a hyphen if both words make up a single word or if the second word is a participle modifying the first word. **Examples:** Top Twenty Large-sized Models and English-language Arts

9 Organization Names Capitalize the names of organizations and the letters of acronyms that represent organizations. More commonly now, writers drop the periods in well-known acronyms. **Examples:** M.A.D.D. has both parents and teachers as members, as does the PTA.

10 Letter Salutations and Closings Capitalize the salutations and closings in both friendly and business letters, excluding articles, conjunctions, and prepositions that don't begin or end the salutations or closings. **Examples:** Dear Son, ... Love, Dad

11 Business Names Capitalize the names of businesses and the letters of acronyms that represent organizations and businesses. More commonly now, writers drop the periods in well-known acronyms. **Examples:** McDonald's provided money for our school uniforms, as did IBM.

12 Language and Dialect Names Capitalize the names of languages and dialects. **Examples:** He spoke Spanish with a Castilian dialect.

13 People Groups Capitalize the names of people groups, including nationalities, races, and ethnic groups. However, do not capitalize colors, such as *black* or *white*, when referring to race. **Examples:** Both Aztecs and Mexicans share a common heritage.

14 Event Names Capitalize the names of special events. **Examples:** The New Year's Day Parade was fun, but the Mardi Gras was even better.

15 Historical Period Names Capitalize named historical periods. Leave articles, conjunctions, and prepositions in lower case, unless they begin or end the historical period. **Examples:** My favorite period of history to study has to be the Middle Ages or the Age of Reason.

16 Time Period Names Capitalize the names of special periods of time. Use lower case and periods for "a.m." and "p.m." Leave articles, conjunctions, and prepositions in lower case, unless they begin or end the time period. **Example:** Next year we celebrate the Year of the Dog.

17 Quotation Capitalization Capitalize the first word in a quoted sentence. **Don't** capitalize the first word of a continuing quote that was interrupted by a speaker tag. **Examples:** She said, "You are crazy. However," she paused, "it is crazy to be in love with you." **Don't** use a capital letter when the quoted material is only part of the original complete sentence.

18 Capitalization Following Colons Capitalize the first word following a colon if it begins a series of sentences. **Example:** Good writing rules should include the following: Neatness counts. Indent each paragraph one inch. Proofread before publishing.

19 Lower Case Following Colons **Don't** capitalize the first word (or any word) in a list following a colon if the first word of the list is a common noun. **Example:** Bring home these items: tortillas, sugar, and milk. **Don't** capitalize the first word following a colon that begins an independent clause. **Example:** I just re-read Lincoln's best speech: his Second Inaugural Address is brilliant.

20 Titles of People Capitalize the title of a person when it precedes the name. Don't capitalize the title if it does not precede the name. **Examples:** I heard the senator ask Mayor Johnson a question. Capitalize the title of a person when it follows someone's name-then a comma-in correspondence. **Example:** The letter was signed as follows: John Pearson, Chairperson. Capitalize the title of a person when the title is used as a noun of direct address. **Example:** I do plead guilty, Your Honor.

21 Locational Names Capitalize the locational names on a compass when they refer to specific places. Leave directions in lower case. **Examples:** Ivan grew up here on the Lower Eastside of New York City, but I am from the South. Ivan knew that we should head south for two blocks.

22 Titles of Agencies Capitalize the titles of governmental agencies, including these words when connected to the agency titles: *City, County, Commonwealth, State, and Federal*. **Example:** The Federal Bureau of Investigation had targeted his operation.

Teaching Essay Strategies is a comprehensive curriculum designed to help teachers teach the essay components of the Common Core Writing Standards. This step-by-step program provides all of the resources for upper elementary, middle school, and high school teachers to teach both the writing process essays and the accompanying writing strategies.

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The *Teaching Essay Strategies* program includes the following resources:

Eight Writing Process Essays

The program includes the writing prompts, resource texts, graphic organizers, response, revision, and editing resources to teach eight **Writing Process Essays**. The first four essays are in the informative/explanatory genre (Common Core Writing Standard 2.0). The last four essays are in the argumentative/persuasive writing genre (Common Core Writing Standard 1.0). Accompanying resource texts include both literary and informational forms, as prescribed by the Common Core Reading Standards.

Diagnostic Assessment and Differentiated Instruction

This essay curriculum is built upon comprehensive assessment. Each of the eight Writing Process Essays begins with an on-demand **diagnostic assessment**. Teachers grade this writing task according to relative strengths and weaknesses on an analytical rubric.

Teachers **differentiate writing instruction** according to this diagnostic data with mini-lessons and targeted worksheets. Remedial resources include lessons in subject-predicate, sentence structure, sentence fragments and run-ons, essay structure, paragraph organization, types of evidence, transitions, essay genre, writing direction words, proofreading, introduction strategies, and conclusion strategies. Advanced resources include lessons in fallacious reasoning, logic, coherence, unity, sentence variety, parallelism, grammatical sentence openers, and writing style.

Formative and Summative Assessment with Essay e-Comments

Teaching Essay Strategies provides the tools for interactive **formative assessment**. This program includes a downloadable essay e-comments bank of 438 comprehensive and prescriptive writing comments. Teachers who have their students submit their essays electronically can insert these comments into a student's essay with a click of the mouse. The **essay e-comments** cut writing response and grading time in half and give students all the tools they need to revise and edit effectively.

Comments cover writing evidence, coherence, essay organization, sentence structure, writing style, grammar, usage, mechanics, and spelling—all with concise definitions and examples. Teachers can also add in content links and their own personalized comments with text or audio files. Students revise and edit with Microsoft Word "Track Changes," then re-submit revisions and edits for peer and/or teacher review. Just like professional writers do with their editors! Teachers enter the results of their formative and **summative assessments** on the analytical rubric. Works on all Windows versions.

Essay Strategy Worksheets

To master the essay strategies detailed in Common Core Writing Standards 4.0, 5.0, and 6.0, students complete 42 **Essay Strategy Worksheets**. Students move from simple three-word paragraphs to complex multi-paragraph Common Core Writing Standard 1.0 and 2.0 essays, using a time-tested numerical hierarchy for essay organization. This “coding” takes the mystery out of how to organize and compose coherent and unified essays. Students learn and apply the essay writing rules, essay structure, introduction strategies, evidence and argument, conclusion strategies, and all of the common grammatical sentence models in the context of authentic writing practice.

Writing Openers and Quick Writes

Teaching Essay Strategies includes a full year of **Sentence Revision** (sentence combining, sentence manipulation, and grammatical sentence models), **Writing Style Openers**, and **Rhetorical Stance Quick Writes** to help students practice writing dexterity and writing fluency (Common Core Writing Standard 10.0). These 10-minute “openers” require no advance preparation and no teacher correction.

Writing Posters

Get 59 pages of colorful writing posters to serve as anchor charts to teach and reinforce the key instructional components of the program including Essay Direction Words, Essay Rules, Introduction Strategies, Types of Evidence, Conclusion Strategies, Writing Style, Essay Numerical Hierarchy, Limit Using “to-be” Verbs, First and Second Person Pronouns, Transitions, and Editing Marks.

How much class time does it take per week?

The complete *Teaching Essay Strategies* program takes 70 minutes per week of class time. The resources in this book are user-friendly. Absolutely no prep time is required to teach this curriculum.

