

# **Capitalization Module**

**English Grammar and Punctuation  
per AP Stylebook**

# Capitalization Module

## 1. Capitalization

- Do Pages 3 & 4 with the lecture.
- Different view buttons are located in the bottom left-hand corner of the screen.
- Use the Slideshow view to complete this portion.
- The lecture presents rules and examples first.
- After each major teaching point, the lecture prompts you to practice an example mentally. (Don't be scared - give it a try)
- After a few of the practice exercises, the lecture prompts you to do a problem in the Capitalization Module workbook. (Do #1)  
(Answers are within the slides.)

## 2. Research Exercise

- Take notes on Page 5 from the main capitalization entry in the AP Stylebook.
- Take notes on pages 6 & 7 from the listed individual entries in the AP Stylebook.

## 3. Practice Exercise

- Do page 8.

**Answer key begins on page 9**

## CAPITALIZATION REVIEW

**Use this worksheet with the Executive English computer lecture: Capitalization. After each capitalization rule has been reviewed, correct the corresponding sentence by underlining the letter or letters that need to be capitalized. Do not work ahead. The slides will tell you when to do which problem. Capitalization rules that have already been reviewed may show up as errors in later sentences.**

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1. The music group playing at club meade tonight has been performing at a hotel on route 1 in the city of odenton each saturday night during july.
2. The lunch buffet at the club offers a diverse menu. The mexican section features outstanding spanish rice with jalapeno peppers. The asian section has chinese noodles flavored with garlic, ginger and japanese soy sauce.
3. In geography class, students learned about famous natural landmarks in the united states. They studied about the grand canyon in arizona, the great lakes, the mississippi river, several mountain ranges and niagara falls.
4. The baltimore and annapolis trail is a public park that was built on the bed of the b&a short line railroad. The park stretches from glen burnie, md., to annapolis, md. Brochures are available at the earleigh heights ranger station.  
(There are three official names in this problem.)
5. The leaves of the trees in the north display the many colors of nature. In the south, the trees stay relatively green. A person must drive west from here to the appalachian mountains to see the best multicolored displays.
6. The holocaust was the systematic destruction of more than 6 million jews in europe by the nazis before and during world war II.
7. An auction is held the first thursday of every month at the earleigh heights fire station. The anne arundel county fire department uses the proceeds to purchase new equipment.

8. Each new company needs a board of directors, a finance department and a personnel department.
9. The republican party presidential candidate is a family man.
10. In petty officer 1<sup>st</sup> class tom smith's class, there are two sergeants, four airmen, five seamen and petty officer 3<sup>rd</sup> class mary williams.
11. On the first friday of each month during the spring, the communities will hold planting parties. The fifth annual green spring dance will be held march 15.
12. The navy blue army dress uniform is not an issued item.
13. Did anyone know that mars has two moons?
14. The department store is having a sale on nike tennis shoes and levi's jeans and jackets.
15. Popular garden plants are roses, daffodils, african violets, black-eyed susans, sunflowers and orchids.
16. When Joe's parents wanted a new dog, they considered getting a poodle, a cocker spaniel, an irish setter or a scottish terrier.
17. Jones ran in a 25-kilometer race that ended with a run around the track inside the old olympic stadium in berlin, germany.
18. Most college degrees require two math, two science and two english courses.
19. The new chaplain at the defense information school is a lieutenant and a baptist minister.
20. When mother came to visit, she went to the catholic church on post every morning.



**Take notes from these other AP Stylebook capitalization references.**

- directions and regions
  
- president
- pope
- church
- family names
- gods and goddesses
- religious denominations (individual religions)
  
- geographic names
- mountains
- straits
- islands
- buildings
- monuments
- railroads
- highway designations
- addresses
- plants
- animals
- titles
- titles with commas
- historical periods and events
- Olympics

- governmental bodies and departments
  - political parties
  - capitol
  - heavenly bodies
  - sun
  - moon
  - planets
  - holidays and holy days
  - seasons
  - U.S. service names (individual services)
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- food
  - course number

## CAPITALIZATION

**This is a practice exercise. Correct the sentences for capitalization errors. Some sentences may be correctly written.**

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1. The catholic church on main street is across from calvary baptist church.
2. Bill took an english and a history course at Florida state university.
3. The governor attended the dinner that honored new generals in the army.
4. To the east of the methodist church on Love avenue is a road that goes by spring lake.
5. The new University next to Broward community college has an olympic-size pool.
6. Thanksgiving day is the fourth thursday in november every fall.
7. The jamaica rum tastes good over swiss chocolate ice cream.
8. Hawaii is a pacific island in the hawaiian islands.
9. The confederacy fought against the north during the civil war.
10. The largest planet in the solar system, jupiter, is the fifth planet from the sun.
11. A democratic party Senator attended the graduation ceremony at Friends kindergarten school.
12. A catholic priest had lunch with a protestant minister and a jewish rabbi.
13. The Browns found a german shepherd and a yellow labrador retriever tied up to the beech tree behind the scotch pine tree.
14. The new sergeant major attended a boston college in the east.
15. The mississippi and missouri rivers intersect.
16. The president said he supports the constitution.
17. The u.s. senate and house of representatives make up congress.
18. The ambulance took seaman Jon J. Jones to north arundel hospital.



Answer key for page 8.

## CAPITALIZATION

Correct any word or words in each sentence that should be capitalized or are incorrectly capitalized. Some sentences may be correct as written.

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1. The Catholic church on Main Street is across from Calvary Baptist Church.
2. Bill took an English and a history course at Florida State University.
3. The governor attended the dinner that honored new generals in the Army.
4. To the east of the Methodist church on Love Avenue is a road that goes by Spring Lake.
5. The new university next to Broward Community College has an Olympic-size pool.
6. Thanksgiving Day is the fourth Thursday in November every fall.
7. The Jamaica rum tastes good over Swiss chocolate ice cream.
8. Hawaii is a Pacific island in the Hawaiian Islands.
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