

## Capitalization and Punctuiaton

1. **Capitalization** : is the writing of a word with its first letter in uppercase and the remaining letters in lowercase.

### Capitalization Reference List

- **The beginning of a sentence** (for example The cat is sleeping.)
- **Titles** capitalize the first word, all nouns, all verbs (even short ones, like is), all adjectives, and all proper nouns. (for example Jane Austin's novel Sense and Sensibility is better than Pride and Prejudice)
- **Proper nouns** capitalize people's names (for example My favorite author is Jane Austen)
- **Brand names** (for example Dunkin' Donuts, Exxon, Nike)
- **Companies** (for example: Amazon, Target, Greif Bros. Corporation)
- **Days of the week and months of the year** (for example: Tuesday, April)
- **Historical episodes and eras** (For example: the Inquisition, the American Revolutionary War, the Great Depression) • **Holidays** (for example: Easter, Kwanzaa, Ramadan, Hanukkah)
- **Institutions** (for example: Oxford College, the Juilliard School of Music)
- **Manmade structures** (for example: The Empire State Building, the Titanic)
- **Manmade territories** (such as Berlin, Montana, Cook County)
- **Natural and manmade landmarks** (such as Mount Everest, the Hoover Dam)
- **Organizations** (for example: American Center for Law and Justice)
- **Planets** (for example: Mercury, Venus, Mars, Jupiter, Saturn) Policies vary on the capitalizing earth, moon, and sun. It is usually not capitalized unless it is being discussed specifically as a planet. (For example: We learned that Earth travels through space at 66,700 miles per hour.)
- **Races, nationalities, and tribes** (for example: African American, Caucasian, Asian, East Indian, Dutch, Italian, Navajo, Seneca.) Note: white and black in reference to race are lowercase.

- **Religions and names of deities** (for example: Christianity, Judaism, Islam, Hinduism) o Note: Capitalize the Bible (but not biblical) Torah, Koran, Veda). Do not capitalize heaven, hell, the devil, satanic.
- **Special occasions** (for example: the Olympic Games, the Cannes Film Festival)
- **Names of streets and roads** (for example: Pensacola Street, Appleyard Drive)

### Lowercase Reference List

Here is a list of categories not capitalized unless an item contains a proper noun or proper adjective (or, sometimes, a trademark). In such cases, only the proper noun or adjective is capitalized.

- **Animals** These are lowercase unless part of the animal's name is an adjective derived from a proper noun: antelope, black bear, Bengal tiger, yellow-bellied sapsucker, German shepherd
- **Elements** Always lowercase, even when the name is derived from a proper noun: einsteinium, nobelium, californium
- **Foods** Lowercase except for brand names, proper nouns and adjectives, or customnamed recipes: Tabasco sauce, Russian dressing, pepper crusted bluefin tuna, Mandy's Bluefin Surprise • **Heavenly bodies** besides planets satellite, moon, orb, star, asteroid, comet **Medical conditions** Epstein-Barr syndrome, tuberculosis, Parkinson's disease
- **Plants, vegetables, and fruits** These follow the same rules as names for animals: poinsettia, Douglas fir, Jerusalem artichoke, organic celery, Golden Delicious apples
- **Seasons and seasonal data** spring, summertime, the winter solstice, the autumnal equinox, daylight saving time.

## Punctuion

2. **Punctuation Marks** :

Punctuation marks are pauses or gestures used to clarify the meaning of our words. "They are signals to the reader that indicate pause, place emphasis, alter the function or show the relationship between the elements of the text." (Jane, 2008:122)

- **Period or full stop(.)**

1-A full stop is used at the end of the sentence and the next sentence begins with a capital letter

e.g. Ali felt tired. He went to bed.

2-An abbreviation ends in a full stop and with acronyms.

e.g. Etcetera→ etc. Mr. B.B.C.

- **Comma (,)**

1-When a subordinate (less important) clause comes before the principal clause.

e.g. If you do not go, help me.

2-To separate phrases in apposition (describing the same Person or thing mentioned earlier) from the rest of sentence.

e.g. Mr. Brown, the doctor, said that he travelled to Canada.

3-To separate items in the same list.

e.g. She travelled to America, Canada, and Australia.

- **Colon (:)**

1-The use of a colon indicates that what follows is an explanation of what precedes it.

e.g. They have some news about the story: John's father has arrived.

2- It is also used to introduce a list of the items.

e.g. To travel, you need the following items: a passport, a visa, an application and the correct fee.

- **Quotation mark ("")** Quotation marks are used for material that is quoted or emphasized. e.g. Ali said, 'I cannot finish my quiz'

- **Exclamation mark (!)**

An exclamation mark is used to signal the expression of a strong emotion such as excitement anger joy

e.g. I can't wait! b-Panic: Ex/ Help me!

- **Question mark (?)**

Use question mark at the end of any direct questions.

e.g. Who is your teacher?