**Lesson 301**

Mechanics - Capitalization

Capitalize the first word of a sentence. Example: The lessons begin tomorrow.

**Instructions:** Capitalize each word that needs a capital letter.

1. you don't seem to understand.

2. why didn't you ask me?

3. the boy will be punished for his wrongs.

4. get out of here.

5. did you see that!

**Lesson 302**

Mechanics - Capitalization

Capitalize the word *I*, either alone or in a contraction. Examples : Do I get to go? I said that I'm here.

**Instructions:** Capitalize each word that needs a capital letter.

1. i must ask my mother.

2. you and i get to see the movie.

3. Try it as i've done.

4. Yesterday i'd have sent it.

5. i'll be there soon.

**Lesson 303**

Mechanics - Capitalization

Capitalize words such as *Mother, Father, Grandmother, Grandfather, Son, Daughter,* and *Sis* when they are used in place of the person's name. Do not capitalize them when they follow possessive pronouns such as *my, your, his, her, our,* or *your*.

Examples: I will ask Father. I will ask my father.

**Instructions:** Capitalize each word that needs a capital letter.

1. my father will return next week.

2. Oh, mom, you don't understand me.

3. Tomorrow grandmother leaves for Florida.

4. Did sis want to go with us?

5. Today mother and i will finish the painting.

**Lesson 304**

Mechanics - Capitalization

Capitalize proper nouns. A proper noun names a particular person, place, or thing. Examples: girl - Rebecca, city - Orem, newspaper - *Deseret News*

**Instructions:** Capitalize each word that needs a capital letter.

1. Should you and i go with sam?

2. The magna carta is an important document.

3. the first war in my lifetime was world war II.

4. I live in lindon, utah.

5. Have you and john visited england?

**Lesson 305**

Mechanics - Capitalization

Capitalize a common noun when it is part of a proper noun. Examples: river - Jordan River, uncle - Uncle Al, street - Main Street

**Instructions:** Capitalize each word that needs a capital letter.

1. i have crossed the missouri river.

2. Did you attend mountain view high school?

3. the three boys joined the boy scouts.

4. aunt alice will be coming from africa.

5. The magazine *people* is read by many people.

**Quiz for Lessons 301 - 305**

Mechanics - Capitalization

**Instructions:** Capitalize each word that needs a capital letter.

1. Where were jack and jill going?

2. i wish i could go to arizona with my dad.

3. My uncle jim was visiting with paul in idaho.

4. I just returned from parsippany, new jersey.

5. The constitution should be studied more in school.

6. the navaho indians live in interesting buildings.

7. Did you attend provo high?

8. Ann lives in canada.

9. we will be visiting the first baptist church.

10. my nationality is swedish.

**[Answers: Lessons 301 - 305](http://www.dailygrammar.com/301to305.shtml)**

**Lesson 306**

**Mechanics - Capitalization**

Capitalize the days of the week, the months of the year, but do not capitalize the seasons. Example: Monday, March, summer

**Instructions:** Capitalize each word that needs a capital letter.

1. monday, may 1st was an important day.

2. we need more rain in the spring of the year.

3. I like december and the summer best.

4. The class will be thursday, friday, and saturday.

5. Will you come next tuesday and tell us about preparations for winter?

**Lesson 307**

Mechanics - Capitalization

Capitalize *North, South, East, West*, and words such as *Northwest* when they indicate a section of the world or country. Do not capitalize them when they indicate a direction.

**Instructions:** Capitalize each word that needs a capital letter.

1. I used to live in the northwest.

2. go north a mile and then turn east for two miles.

3. The west is burning up this year.

4. The Navahos of the southwest make beautiful blankets.

5. The north is cold, but if you travel south, the weather becomes warmer.

**Lesson 308**

Mechanics - Capitalization

Capitalize religions, creeds, and denominations; the Bible and its parts; other sacred books; nouns and personal pronouns referring to the Deity (God). Do not capitalize *god* when it refers to mythology. Examples: Christianity, Protestants, Exodus, Koran, and Jesus and His works

**Instructions:** Capitalize each word that needs a capital letter.

1. The lutherans will meet next week.

2. The torah is part of the bible.

3. The savior in christianity is Jesus.

4. Zeus is the head god in greek mythology.

5. Is mohammed spoken of in the talmud?

**Lesson 309**

Mechanics - Capitalization

Capitalize names of countries, nationalities, races, languages, and adjectives derived from them. Examples: Germany, Swedes, Indians, French, English countryside

**Instructions:** Capitalize each word that needs a capital letter.

1. The germans destroyed some of the english landscape during the war.

2. The french wines are famous in the united states and mexico.

3. Most blacks in the United States prefer the term african-american, and many orientals prefer to be called asian.

4. many japanese customs are strange to us.

5. The finns and the russians live across the sea from each other.

**Lesson 310**

Mechanics - Capitalization

Capitalize geographic names and places. Examples: Mount Rushmore, Hudson Bay, Michigan Avenue, Washington D.C.

**Instructions:** Capitalize each word that needs a capital letter.

1. We visited the black hills and the badlands this summer.

2. Is broadway in the bronx?

3. Many new jersey cities have interesting names such as whippany.

4. The ozarks have many interesting stories about them.

5. france and england have fought a lot throughout history.

**Quiz for Lessons 306 - 310**

Mechanics - Capitalization

**Instructions:** Capitalize each word that needs a capital letter.

1. The state of south dakota has mount rushmore in it.

2. The work days are monday through friday.

3. The term caucasians comes from the caucasus mountains.

4. To the north lies montana, a state on fire.

5. The southwest has some very interesting sites.

6. This wednesday i have two meetings to attend.

7. The cold months are january and february.

8. Next summer we need to go to florida in the south.

9. The methodists and mormons are two religions that send out missionaries.

10. zions park and arches national park are fun to visit.

**[Answers: Lessons 306 - 310](http://www.dailygrammar.com/306to310.shtml)**

**Lesson 311**

Mechanics - Capitalization

Do not capitalize *prepositions, conjunctions,* or *the articles (a, an, the)* that come within a proper noun. Example: University of Utah, Smith and Sons

**Instructions:** Capitalize each word that needs a capital letter.

1. The university of california is found in many different cities in california.

2. The battle of the bulge was an important battle.

3. The gulf of mexico is found south of texas.

4. One period of history is called the dark ages.

5. The cape of good hope is near africa.

**Lesson 312**

Mechanics - Capitalization

Capitalize the specific name of buildings and other man-made structures, ships, trains, and planes. Examples: the White House, Mayflower, Amtrak, Concorde

**Instructions:** Capitalize each word that needs a capital letter.

1. One famous airplane is the spirit of st. louis.

2. The reading railroad and the shortline were trains found in atlantic city.

3. The empire state building used to be the tallest building in the united states.

4. The washington monument and the lincoln memorial are being renovated.

5. The nina, pinta, and the santa maria are ships known to all americans.

**Lesson 313**

Mechanics - Capitalization

Capitalize the names of organizations (business, school, professional, social). Examples: Audubon Society, Orem High School, Better Business Bureau, Lion's Club

**Instructions:** Capitalize each word that needs a capital letter.

1. I like to attend the metropolitan opera.

2. salt lake city is known for its ballet west.

3. i have never been to lone peak high school.

4. You should be a member of the national honor society.

5. Did he work for the ophir coal company?

**Lesson 314**

Mechanics - Capitalization

Capitalize a brand name but not the product. Example: Firestone tires, Bestyet hams, Arrow shirts

**Instructions:** Capitalize each word that needs a capital letter.

1. We buy chicken of the sea tuna.

2. Have you tried amway soap?

3. They no longer make plymouth vans.

4. I like all maxwell chocolates and candies.

5. There are many kinds of campbell soups.

**Lesson 315**

Mechanics - Capitalization

Capitalize holidays, special or famous events, historical periods or eras and famous documents.

Examples: Labor Day, Junior Prom, Stone Age, Magna Carta

**Instructions:** Capitalize each word that needs a capital letter.

1. Everyone should study the bill of rights.

2. Two christian holidays are easter and christmas.

3. Have you studied the middle ages yet?

4. the junior prom is always two months after homecoming.

5. Our constitution is used as a model by other countries.

**Quiz for Lessons 311 - 315**

Mechanics - Capitalization

**Instructions:** Capitalize each word that needs a capital letter.

1. The industrial era was important to the development of america.

2. The national league is older than the american league as a baseball league.

3. He attended amity high school and the university of wisconsin.

4. I want to ride the zepher and the heber creeper.

5. The league of women voters will meet in the wiswell building.

6. Is the eiffel tower in paris, france?

7. The future farmers of america is an old organization.

8. I tried palmolive soap and crest toothpaste.

9. The hub for delta airlines is in utah.

10. The empire state building is taller than the chrysler building.

**[Answers: Lessons 311 - 315](http://www.dailygrammar.com/311to315.shtml)**

**Lesson 316**

Mechanics - Capitalization

Capitalize titles preceding personal names, abbreviations of those titles used with proper names, initials, or titles when used alone in place of the name or person. Examples: Mr., Miss, Rev., Dr., W. C. Johanson, Captain

**Instructions:** Capitalize each word that needs a capital letter.

1. Have you met the rev. mr. ryan, mrs. hubbard, and dr. peterson?

2. This is supt. e. r. wing who was a captain during combat.

3. mr. and mrs. jones with miss smith will accompany you tomorrow.

4. Did you serve, colonel, in india?

5. I am to dine with cardinal corolucci tonight.

**Lesson 317**

Mechanics - Capitalization

Capitalize the abbreviations *Jr., Sr.,* and *Esq.* following names; the abbreviations *A.M., P.M., B.C.,* and *A.D.*; and abbreviations of academic degrees.

**Instructions:** Capitalize each word that needs a capital letter.

1. What happened in a.d. 1492?

2. Be here promptly at 9:45 a.m.

3. This is Kraig Jenson, m.d., my doctor.

4. John Jones, jr. is my neighbor.

5. At 2:00 p.m. richard wiget, sr. and c. elliott, esq. will be with us.

**Lesson 318**

Mechanics - Capitalization

Capitalize the offical names of governmental officers, offices, and bodies. When referring to the President of the United States, always capitalize President, and capitalize names of other officers when used in place of specific individuals. Examples: He works for the State Department. The Secretary of State will visit here tomorrow. I am not guilty, Judge!

**Instructions:** Capitalize each word that needs a capital letter.

1. mr. speaker, i will yield to the senator from utah.

2. The attorney general and the president are meeting now.

3. He was a county judge after leaving the senate.

4. The secretary of agriculture is speaking to congress at noon.

5. It has been a pleasure to serve you, president.

**Lesson 319**

Mechanics - Capitalization

Capitalize only school subjects that (a) come from the name of a country or a language, and (b) are actual titles of the course. Examples: French, English literature, typing, Typing II, history

**Instructions:** Capitalize each word that needs a capital letter.

1. I used to teach latin, history, and english.

2. In college I took algebra i and american history.

3. Mary loved her time in journalism and russian.

4. The hardest classes were geometry ii, psychology, and greek.

5. I didn't like chinese history or economics.

**Lesson 320**

Mechanics - Capitalization

Capitalize epithets (a word or phrase accompanying or occurring in place of the name of a person or a thing). Example: the Lone-Star State

Capitalize personifications (giving human attributes to inanimate objects). (Authors disregard this rule often.) Example: The *Computer* thought hard about the problem.

**Instructions:** Capitalize each word that needs a capital letter.

1. The lone-star state is texas.

2. florence nightengale is called the lady of the lamp.

3. The bears of colorado are being starved by nature.

4. The cruel hunger looked up from all the empty shelves.

5. In every face happiness smiled.

**Quiz for Lessons 316 - 320**

Mechanics - Capitalization

**Instructions:** Capitalize each word that needs a capital letter.

1. The swedish angel was a modern hero.

2. Nowhere was anger laughing louder.

3. The required courses are math, english, science and world history I.

4. Popular ancient courses are greek, latin, and hebrew.

5. The president will address the house of representatives this afternoon.

6. The supreme court and federal banking commission are important government bodies.

7. capt. j. r. banner will meet with a. b. javits, esq. about the matter.

8. We will go at 8:00 a.m. or at 1:00 p.m.

9. Did Julius Caesar live in 25 b c. or a.d. 25?

10. mr. henry c. james, jr., and miss emily shepard were married by rev. frank black.

**[Answers: Lessons 316 - 320](http://www.dailygrammar.com/316to320.shtml)**

**Lesson 321**

Mechanics - Capitalization

Capitalize the titles of books, newspapers, magazines, and all other kinds of literary works. Capitalize works of art, motion pictures, and musical compositions. Do not capitalize the articles (*a,an,the*), prepositions, or conjunctions unless they come first or last in these titles. Example: *Death of a Salesman*, *The Adventures of Tom Sawyer*

**Instructions:** Capitalize each word that needs a capital letter.

1. My favorite book is *a tale of two cities*.

2. Have you ever heard the song "earth angel"?

3. Jeff's theme was entitled "among the stars."

4. We take two newspapers *new utah* and the *deseret news*.

5. *national geographic* and *reader's digest* are both interesting magazines.

**Lesson 322**

Mechanics - Capitalization

Capitalize the first word of every direct quotation. Example: He asked, "Can this wait until tomorrow?"

**Instructions:** Capitalize each word that needs a capital letter.

1. "meet me at the station in the morning," Alice said.

2. "yes," said Rob, "it was charles dickens who wrote *david copperfield*."

3. She said that she would help with the party if asked.

4. The clerk said, "you cannot use a personal check for the ride."

5. "i used to live here in 1960," said the man. "it has changed a lot since that time."

**Lesson 323**

Mechanics - Capitalization

Capitalize the first word in every complete line of poetry.

**Instructions:** Capitalize each word that needs a capital letter.

1. "loveliest of trees, the cherry now

is hung with bloom along the bough,"

2. "roses are red.

violets are blue."

3. "under a spreading chestnut tree

the village smithy stands."

4. "once upon a midnight dreary, while I pondered, weak and weary,

over many a quaint and curious volume of forgotten lore--"

5. "jack and jill

went up the hill,

to fetch a pail of water;

jack fell down,

and broke his crown,

and jill came tumbling after."

**Lesson 324**

Mechanics - Capitalization

Capitalize the first word and all nouns in the salutation of a letter. Example: My dear Mary, Capitalize only the first word of the complimentary close. Example: Yours truly,

**Instructions:** Capitalize each word that needs a capital letter.

1. dear uncle frank, your favorite nephew,

2. with fondest regards, dear sweetheart,

3. dear sir: respectfully yours,

4. dear mom and dad, with love,

5. your dearest friend, to whom it may concern:

**Lesson 325**

Mechanics - Capitalization

Capitalize proper adjectives made from proper nouns. Example: French dressing, Grecian urn

**Instructions:** Capitalize each word that needs a capital letter.

1. I will have the caesar's salad rather than the finnish soup.

2. The mediterranean fruit fly is a threat to the cherry crop.

3. Many good stories are found in american folklore.

4. Do you want french or italian dressing on that?

5. I like the look of spanish architecture.

**Quiz  for Lessons 321 - 325**

Mechanics - Capitalization

**Instructions:** Capitalize each word that needs a capital letter.

1. We travel to anyplace where roman or greek architecture is found.

2. They have tried all the chinese restaurants in the city.

3. "he rode all unarmed and he rode all alone.

so faithful in love, and so dauntless in war,"

4. Have you read the poem "lochinvar?"

5. The little boy asked, "may I go to bed now?"

6. Have you read the exciting book *harry potter and the goblet of fire*?

7. "no," he answered, "but I have read the other harry potter books."

8. dear elaine,

I will be with you soon.

sincerely yours,

9. The latin language is easier to learn than the greek language.

10. little boy blue,

come blow your horn,

the sheep's in the meadow,

the cow's in the corn;

**[Answers: Lessons 321 - 325](http://www.dailygrammar.com/321to325.shtml)**

**Lesson 326**

Mechanics - Capitalization Review

**Instructions:** Capitalize each word that needs a capital letter.

1. "yes," eric yelled, "we are glad that grandpa and grandma like trips."

2. yesterday i went with mother to see miss lomack, our dentist.

3. In the *ensign* magazine i found an article about mohammedanism and christianity in the middle east.

4. "there was a crooked man, and he walked a crooked mile,

he found a crooked sixpence against a crooked stile;"

5. Did you know that professor phillips studied brahmanism in india?

**Lesson 327**

Mechanics - Capitalization Review

**Instructions:** Capitalize each word that needs a capital letter.

1. joe louis was known as the "the brown bomber."

2. knowing that nature never did betray

the heart that loved her.

3. the letter began, "my dear celeste," and ended with, "your dearest cousin."

4. The biggest signature on the declaration of independence was by john hancock.

5. The seminoles, who are native americans, live in florida.

**Lesson 328**

Mechanics - Capitalization Review

**Instructions:** Capitalize each word that needs a capital letter.

1. The great dog story called *lassie come home* was written by major eric knight.

2. last year we visited yellowstone park, the tetons, mount rushmore, and several indian ruins.

3. Alaina shouted, "we can watch *star wars* again because mother said."

4. We think of the north with ice and snow but the south as hot and dry.

5. on thursday, june 18, the rev. tom gustaveson, the pastor of the baptist church, will come to canyon view junior high to speak about life in the australian outback.

**Lesson 329**

Mechanics - Capitalization Review

**Instructions:** Capitalize each word that needs a capital letter.

1. The train santa fe express will arrive at 1:35 p.m., but the plane will arrive at 11:25 a.m.

2. julius caesar, the roman general, was born about 100 b.c.

3. have you read the poem "the road not taken" or the book *a farewell to arms*?

4. The first five books of the old testament are known as the pentateuch.

5. my mother uses liberty gold pineapple in several dishes.

**Lesson 330**

Mechanics - Capitalization Review

**Instructions:** Capitalize each word that needs a capital letter.

1. our family tries to get together either at thanksgiving or christmas.

2. did dad say that uncle tim would bring chinese food for dinner?

3. Last semester i studied french literature, science, math, and portuguese in college.

4. you can travel north on I-15 to get to canada from san diego.

5. the house of representatives will convene to hear from ex-president carter.

**[Answers: Lessons 326 - 330](http://www.dailygrammar.com/326to330.shtml)**