

Punctuation

Punctuation is the use of standard marks and signs in writing to separate words into sentences, clauses, and phrases in order to clarify meaning. The marks or signs are called punctuation marks.

1.1 Capital Letters

Use case capital letters for:

- 1- The beginning letter of each sentence.
- 2- I is always capitalized.
- 3- Names of people.
- 4- Full names identified by capitalization.
- 5- Names of months, cities, countries, continents, islands, oceans, and deserts that refer to a specific place should be capitalized.
(The Rocky Mountains)
- 6- Names of specific days, months, and holidays begin with a capital letter. (Happy New Year's)
- 7- Names of specific organizations and groups should also be capitalized.
Lancaster's Home Festival - Monday Hill Carnival
- 8- The important words in the titles of books, movies, games, songs, movies, and plays should always begin with capital letters. The important words are all words except conjunctions (and, but, or), articles (a, an, the), and prepositions (in, on, at, of, to).
- 9- Capitalize an article, conjunction, or preposition if it is the first or last word in a title.
I saw the play The Wizard of Oz.
- 10- Titles such as Mr., Mrs., Miss, Ms., and Dr. are abbreviated with a person's name. When used as part of someone's name, they and their abbreviations are always capitalized.
- 11- Languages and nationalities: German, French