

Notes- Capitalization, Punctuation, and Commonly Misused Words

- **RULES: Capitalize a letter when it is**
- the first word of a sentence, question, or quotation
- the salutation (or greeting) and closing (or ending) of a letter
- the pronoun "I"
- the specific name of a person or animal
- geographical names: continents, countries, counties, cities, towns, states, bodies of water, streets, highways, mountain ranges, areas in the country
- names of businesses, brands, ships, trains, aircraft, and space craft
- names of organizations, institutions, events in history or throughout the
- year like holidays, days of the week.
- abbreviations
- titles of books, magazines, newspapers, short stories, movies, art, music
- languages (English) & school subjects with I, II, III after them

- **Commonly Misused Words**
- •two - to - too = two is a number, to means toward, too means also, much, or very
- •their - there - they're = their shows possession, there is a place, they're is a contraction for they are
- •I - me = I is a subject pronoun, me is an object pronoun
- •who - whom = who is the subject pronoun, whom is an object pronoun
- •fewer - less = fewer means a smaller number, lesser is a smaller amount.
- •its - it's = its shows possession, it's is a contraction for it is
- •your - you're = your shows possession, you're is a contraction for you are
- •can - may = can shows ability, may shows permission
- •lead - led = lead is a metal and a word for others to follow, led is the past tense form of the verb lead
- •by - buy - bye = by means near or beside, buy means to purchase, bye is like goodbye