



Classroom Activity: How to Use Proper Capitalization

Capitalization matters. When you understand how to use upper and lowercase words, it shows poise, smarts and maturity. The following activity teaches you how to use capitalization in school and the business world.

Scenario:

You apply for an award, and the application asks for your bio in a few brief sentences.

If you're in high school/college, the paragraph must include:

- Year in school and the school you attend
- Any clubs/organizations you belong to
- 2-3 hobbies you enjoy

If you're in the business world, the paragraph must include:

- Where you attended college/gained a certification and the name of your degree/program
- Your current job title and name of the company
- Specialties or areas of expertise on the job

To compose the brief paragraph, refer to pages 34-36 of *Wait, How Do I Write This Email?*. Find the capitalization lessons relevant to your paragraph and write the sentences accordingly.

Be ready to share your paragraph and the words you did or did not capitalize.