



## Teacher Notes: How to Use Proper Capitalization

Many people in the business world fail to capitalize words properly. This activity will give your students an advantage in school and on the job because proper capitalization shows confidence and a command of grammar skills.

### The impact:

When students understand the fundamentals of capitalization, it will improve the quality of an email, application (ex: scholarship, college or job) and other important writing assignments.

### Skills the students learn:

- Proper grammar
- Self-representation
- Professional etiquette

### Notes for the exercise:

*An example of the paragraph for a high school/college student:*

My name is John Doe, and I am a **junior** at Acme High School. I am **president** of the **Spanish Club** and active in the **Science Club** and **Acme Honor Society**. I also like to read comic books and am a member of the **Acme Association of Young Leaders**.

Explanation on the words in bold:

- “junior” is lower case because we don’t capitalize our year in school (high school or college)
- “president” is lower case because we only capitalize a title if it directly precedes our name
- “Spanish Club,” “Science Club” and “Acme Honor Society” are upper case because they are names of specific organizations
- “read comic books” is lower case because there are no specific words involved (ex: “Marvel”)
- “Acme Association of Young Leaders” is capitalized because it’s the name of a specific organization

*An example of the paragraph for person in the work world:*

My name is Jane Doe, and I am a **senior account executive** at Acme Corporation. I specialize in **data management, client relations** and oversee our **RealTime Track Pro** software. I graduated from Big State University with a degree in **criminal justice**.

Explanation on the words in bold:

- “senior account executive” is lower case because we only capitalize a title if it directly precedes our name
- “data management” and “client relations” are lower case because they are job duties without a specific noun included
- “RealTime Track Pro” is upper case because it’s the name of a specific piece of technology
- “criminal justice” is lower case because we don’t capitalize majors and minors (exception: foreign languages as in “dual degrees in French and Spanish”)

**Questions to ask your students:**

- Which words did you capitalize? Which ones did you leave in lower case?
- Are there certain words that surprised you (ones you didn’t know should be capitalized or left in lower case)?