



Capitalization Basics

What Is Capitalization?

Capitalization means using uppercase letters for specific words. It helps signal important information in your writing.

Why Is Capitalization Important?

Correct capitalization:

- improves readability
- follows standard writing rules
- makes your writing look professional

When to Use Capital Letters

Use Capital Letters for:

Beginning of Sentences

Example: Students need support.

Proper Nouns

Proper nouns name specific people, places, or organizations.

Examples: John, Chicago, Lewis and Clark Community College

Days, Months, Holidays

Examples: Monday, April, Thanksgiving

Titles of Works

Capitalize the main words (not small words like “of” or “and”).

Example: Zen and the Art of Motorcycle Maintenance: An Inquiry into Values

I (the pronoun)

Always capitalized.

Example: I am studying tonight.

Common Capitalization Mistakes

Overcapitalization:

Incorrect: Students Need Help With Writing Skills

Correct: Students need help with writing skills

Missing Capitals:

Incorrect: i went to class on monday.

Correct: I went to class on Monday.

Final Takeaway

Capitalization helps your writing look clear and professional. Most words in English are lowercase. Only capitalize words when a rule tells you to.