Writing Conventions: Capitalization

Purpose: Upon completion of this activity, students will understand when to use capital letters and be able to do so in a short writing of their own. This DLA should take approximately 30 to 45 minutes to complete.

1. Go to the WRC’s reception desk and check out The Little, Brown Handbook. You will need an RCC student ID card or driver’s license in order to check this book out. Once you have the book, read the section on capitalization. To locate, please see the index.

2. Complete the exercise on the following page by editing for errors in capitalization using proofreader’s marks. Underline three times the letter of the word that needs a capital letter and put a slash through capital letters that should be lower case.

3. Below your completed exercise, or on the back of that sheet, write a summary of the most recent movie you saw or book you read (approximately 200 words). Be sure to give the title of the movie or book, the actors/author and character names, and a short summary of the plot. Use capital letters correctly.

4. Before reviewing your answers and your summary with an instructor or tutor, use the space below to write any questions you still have about capitalization:

________________________________________________________________________
________________________________________________________________________

Attach a confirmation sheet or get a signature below:

Instructor Signature: __________________________ Date: _______________________

The student demonstrates a satisfactory or better understanding of this issue _____ or more review is needed _____.

Last Spring I decided to go to New Orleans with some friends. Before I left, Dr. Rufus, my English Professor, recommended that I read Kate Chopin’s *The awakening* to get a sense of the distinctive culture of the city. I had just finished the book when it was time to drive South and then West. I was very excited when I saw the Mississippi river for the first time. The Mighty River did not disappoint me! the historic city of New Orleans did not disappoint me, either. I was impressed with the influence of French culture on the City and particularly on its distinctive cuisine. My Friend said it best: “let’s come back next year!”