

# DU STUDENT REFERENCE: CAPITALIZATION

## WORDS NOT CAPITALIZED

### 1- Seasons

**DO NOT** capitalize the seasons: winter, spring, summer, and fall.

Ex: Mr. Stober always rakes leaves in the fall.

Ex: In the spring and summer, the birds are active in our yard.

### 2- Directions

**DO NOT** capitalize compass directions. When you use the words *north, south, east, or west* to describe direction, the words are not capitalized.

Ex: Turn north on Layton Avenue.

We live west of Progress Park.

**DO** use capitals for regions or sections of the country.

Ex: When I travel in the South, people are always friendly.

Marvin grew up on the East Coast.

### 3- Names vs. Relationship Names

Names: Mary, Brent

Relationship Names: Grandma, Uncle

Possessive Pronouns: my, our, his, their, your

**DO** use capitals for names such as *Mary, Brent, Mom, Mother, Dad, Father, Grandma, Grandpa*, and other names of relatives when they are used instead of their names in a sentence.

Ex: We took Grandma some chocolate candy.

*Grandma* is used in place of her name, Mary.

Ex: Last season Uncle Brent coached the soccer team.

Capitalize the title *Uncle* and the name when both are used together to convey his/her name.

**DO NOT** use capitals for the names of the relatives above IF you use a possessive pronoun with their names: *my mom, our mother, their dad, your father, his grandma, and her grandpa*.

Ex: We took *my* grandma some chocolate candy.

Ex: Last season *my* uncle coached the soccer team.

The words *grandma* and *uncle* are used to tell their role and relationship and not to replace their names in the sentence.

You would never say, "We took my *Mary* some chocolate candy." or "Last season my *Brent* coached the soccer team."