

# **RULES OF CAPITALIZATION**

# PROPER NOUNS

**Rule:** Capitalize specific names of people, places, organizations, and unique entities.

- Examples: Jose Rizal, Philippines, Department of Education, Holy Bible

# COMMON NOUNS

**Rule:** Do not capitalize common nouns unless they begin a sentence or are part of a title.

- Examples: teacher, country, book, city



# TITLES OF PEOPLE

**Rule:** Capitalize a title when it appears before a name or as part of an official title.

- Examples: President Ferdinand Marcos Jr., Dr. Jose Rizal, Mayor Inday Sara

# GEOGRAPHICAL NAMES

**Rule:** Capitalize names of countries, cities, mountains, rivers, regions, etc.

# DAYS, MONTHS, HOLIDAYS

**Rule:** Always capitalize names of days, months, and holidays, but not seasons.

- Examples: Monday, December, Christmas; summer (not capitalized unless part of a title)

# LANGUAGES, NATIONALITIES, AND RELIGIONS

**Rule:** Capitalize the names of languages, nationalities, and religions.

- Examples: Filipino, Tagalog, Christianity, Muslim



# SCHOOL SUBJECTS

## Rule:

Do not capitalize school subjects unless they are languages or part of a course title.

- Examples: science, math, history; English, Filipino, Math 101: Introduction to Algebra

# TITLES OF WORKS

## Rule:

Capitalize major words in titles of books, films, and other works.

- Examples: Noli Me Tangere, El Filibusterismo



# ACRONYMS AND INITIALISMS

## Rule:

Always capitalize acronyms and initialisms.

- Examples: UNESCO, DOH, NCR

# BEGINNING OF A SENTENCE

**Rule:** We always use a capital letter for the first word in a sentence:

- Dogs are friendly animals.
- I live in Manila.



# OTHER RULES ON CAPITALIZATION

- Always capitalize the pronoun **I**, no matter where it falls in the sentence.

- Capitalize the first letter of the **farewell words** or **complimentary closes** in letters.

Ex. Wishing you all the best,



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