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Lesson Content in Report/Passage Form

(With 4+ examples for each topic/subtopic) *Using the AIDA Framework (Attention, Interest, Desire, Action)*

🌟 1. Introduction

Overview of the Topic

Capitalization in English is a grammar rule where the first letter of specific words is written in uppercase. This includes names, titles, and the beginning of sentences. For instance, writing "john" as "John" is applying capitalization correctly.

o Importance and Applications

- Helps clarify meaning and context in writing.
- Signals importance (e.g., God vs. god).
- Enhances the readability of texts.
- Used in titles, names, formal communication, and academic writing.

Examples:

- 1. I visited London last summer.
- 2. **She** said she'll call tomorrow.
- 3. I love the book To Kill a Mockingbird.
- 4. He lives near the Amazon River.

? 3 Questions from Introduction

- 1. What is capitalization?
- 2. Why is capitalization essential in writing?
- 3. How does capitalization affect clarity in communication?

2. Prerequisite Knowledge

Key Concepts and Skills

- **Sentence Structure**: Knowing what a sentence is (subject + verb).
- Common vs. Proper Nouns: Common nouns refer to general items (city), while proper nouns refer to specific names (New York).

* Examples:

- 1. Common: The city is large. | Proper: Paris is large.
- 2. Common: The **book** is great. | Proper: **Harry Potter** is great.
- 3. Sentence: He ran. Subject + Verb
- 4. Sentence: The cat sleeps.

? 3 Questions from Prerequisite Knowledge

1. What are proper nouns?

- 2. What is required for a group of words to be a sentence?
- 3. How do proper nouns differ from common nouns?

3. Lesson Content

* 3.1 Capitalizing Proper Nouns

Proper nouns refer to specific names of people, places, events, or things.

* Examples:

- 1. James Baldwin wrote many books.
- 2. I went to Eiffel Tower.
- 3. We celebrate Independence Day.
- 4. She works at Arizona State University.

3.2 Capitalizing Titles

Rules:

- 1. Capitalize the first word.
- 2. Capitalize all major words (nouns, verbs, adjectives).
- 3. Minor words (and, the, in) are lowercase unless first.

* Examples:

- 1. **Song of Solomon** Capitalized major words.
- 2. The Sound and the Fury
- 3. Gone with the Wind
- 4. Harry Potter and the Sorcerer's Stone

★ 3.3 First Word in a Sentence

Always capitalize the first word, regardless of the part of speech.

Examples:

- 1. She smiled.
- 2. It is raining.

- 3. Today, we travel.
- 4. I am hungry.

1 3.4 The Pronoun "I"

The only pronoun always capitalized.

* Examples:

- 1. I love ice cream.
- 2. He and I went shopping.
- 3. Every time I visit, I feel great.
- 4. I saw her yesterday.

4 3.5 Capitalization for Emphasis

Used to highlight words but should be used sparingly.

* Examples:

- 1. Please bring **SKIM** milk.
- 2. DO NOT ENTER.
- 3. She said, "I REALLY MEAN IT."
- 4. "Yes, I want THAT one."

9. 3.6 Capitalization in Dialogue

Start each new sentence in dialogue with a capital letter.

* Examples:

- 1. "Hello, how are you?"
- 2. "I know, it's true," he said.
- 3. "Let's leave," she whispered.
- 4. "I'm here," said John. "What now?"

3.7 Capitalizing Acronyms

Every letter in an acronym is capitalized.

* Examples:

- 1. NASA National Aeronautics and Space Administration
- 2. UNESCO
- 3. **FBI**
- 4. PIN

? 8 Questions from Lesson Content

- 1. What types of words are considered proper nouns?
- 2. What rules govern capitalization in titles?
- 3. Why must the first word in a sentence be capitalized?
- 4. What is unique about the pronoun "I"?
- 5. How does capitalization for emphasis differ from shouting?
- 6. In dialogue, when do we capitalize?
- 7. What is an acronym, and how do we capitalize it?
- 8. Can you correct this sentence: "she went to nasa in june"?

4. Vocabulary Words with Definitions

Word	Defini
Capitalization	Writin
Proper Noun	A spec
Acronym	A wor
Emphasis	Specia
Dialogue	A con

Capitalization Rules

🔡 Subtopic 1.1: Capitalizing Proper Nouns

1.	What is a proper noun?	(1 point)
	a general name for any item or concept.	
	a word that describes an action.	
	 a specific name of a person, place, organization, or event. 	
	a descriptive word for a noun.	
	a type of sentence structure.	
2.	Why do we capitalize proper nouns in English?	(1 point)
	to make text look more important.	
	because English grammar requires it.	
	to distinguish specific names from general terms.	
	to show emotion in writing.	
	to emphasize adjectives.	
3.	Capitalize the proper nouns in this sentence: "we visited grand canyon in arizona."	(1 point)
	We visited grand canyon in Arizona.	
	 We visited Grand Canyon in arizona. 	
	We visited Grand Canyon in Arizona.	
	We visited grand Canyon in Arizona.	
	We visited Grand canyon in Arizona.	
4.	Identify the proper and common nouns in the sentence: "Dr. Adams visited a hospital in Texas."	(1 point)
	Proper: hospital, Texas; Common: Dr. Adams	
	Proper: Dr. Adams, hospital; Common: Texas	
	Proper: Dr. Adams, Texas; Common: hospital	
	Proper: hospital; Common: Dr. Adams, Texas	
	Proper: Texas; Common: hospital, Dr. Adams	
5.	Should the word "president" always be capitalized?	(1 point)
	Yes, always.	
	No, never.	
	It depends on the context.	
	Only when writing about U.S. presidents.	
	Only in legal documents.	
6.	What might happen if proper nouns aren't capitalized in writing?	(1 point)
	It makes writing more formal.	

	It improves reading speed.	
	It causes confusion by making names unclear.	
	It has no real effect on understanding.	
	It helps simplify the grammar.	
7.	What is an example of a short paragraph with three capitalized proper nouns?	(1 point)
	last summer, sarah visited paris and saw the eiffel tower.	
	Last summer, Sarah went to a museum and saw art.	
	 Last summer, Sarah traveled to Paris to visit the Eiffel Tower. 	
	Sarah took a trip to France and went to the city.	
	Sarah and her friend went to a monument.	
	Subtopic 1.2: Capitalizing Titles	
8.	What words in a title should always be capitalized?	(1 point)
	only the first and last word.	
	all words no matter what.	
	the first word, last word, and all major words.	
	only the nouns and verbs.	
	only the proper nouns.	
9.	Why are minor words like "of," "the," or "and" sometimes not capitalized in titles?	(1 point)
	They are less important than other words.	
	They are short conjunctions, prepositions, or articles.	
	They are not real parts of speech.	
	Only verbs and nouns can be capitalized.	
	Titles should not contain those words.	
10	. Rewrite the title correctly: "lord of the flies"	(1 point)
	Lord of the flies	
	olord Of The Flies	
11	. Identify which words should be capitalized in this title: "gone with the wind."	(1 point)
	Gone, with, Wind	
	Gone With The Wind	
	Gone With the Wind	
	Gone with the Wind	

	gone with the Wind	
12.	Should scientific article titles follow the same capitalization rules as novels?	(1 point)
	Yes, always.	
	 Generally yes, but it depends on the style guide. 	
	No, they use lowercase for everything.	
	Only if the title is long.	
	No, they use title case always.	
13.	Which is a correctly capitalized title for an essay about climate change?	(1 point)
	The effects of climate change on Arctic wildlife	
	The Effects Of Climate Change On Arctic Wildlife	
	The Effects of Climate Change on Arctic Wildlife	
	 the Effects of Climate Change on arctic Wildlife 	
	The Effects of climate Change on Arctic Wildlife	
14.	Why do you think we capitalize only the important words in a title and not every word?	(1 point)
	To make everything look neat.	
	To focus on key content and improve clarity.	
	Because grammar rules require it.	
	It's just a tradition.	
	To avoid overcapitalizing.	
1	Subtopic 1.3: Capitalizing the First Word in a Sentence	
15.	What rule applies to the first word of every sentence?	(1 point)
- - -		
16.	Why is the first word of a sentence capitalized in English writing?	(1 point)
- - -		
17.	Fix this sentence: "she bought a new dress. then, she wore it to a party."	(1 point)
- - -		
18.	Identify the capitalized first words in the paragraph: "he went to the park. they played soccer. it was fun."	(1 point)

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- 19. - -	Is it acceptable to begin a sentence with a lowercase word in creative writing?	(1 point)
20. -	Write a short story of three sentences, each starting with a properly capitalized word.	(1 point)
21. - -	What would happen to a reader's understanding if none of the first words in a paragraph were capitalized?	(1 point)
	Subtopic 1.4: Capitalizing the Pronoun "I" Which pronoun is always capitalized in English?	(1 point)
- - -		
23. - - -	Why is the pronoun "I" capitalized even when it's not at the beginning of a sentence?	(1 point)
- 24. - -	Correct this sentence: "my friends and i watched a movie."	(1 point)
25. -	Identify the position of "I" in this sentence and its capitalization: "Do you think i can win?"	(1 point)
- - 26.	Should "i" be lowercase in formal essays?	(1 point)

27. Write two sentences using "I" correctly.	(1 point)
28. Why might English choose to uniquely capitalize "I" but not "me"?	(1 point)
Subtopic 1.5: Capitalization for Emphasis	
29. What does capitalization for emphasis mean?	(1 point)
capitalizing all proper nouns.	
using capital letters to highlight something.	
writing only in lowercase.	
using italics in writing.	
ending a sentence with an exclamation mark.	
30. Why is full-sentence capitalization often discouraged in emails or texts?	(1 point)
It can come across as shouting or aggressive.	
It saves space in short messages.	
It's encouraged for better visibility.	
It helps correct grammar.	
It's the standard in professional writing.	
31. Rewrite this with proper emphasis: "please remember to buy SKIM milk."	(1 point)
Please Remember To Buy Skim Milk.	· •
Please remember to buy skim milk.	
Please remember to buy SKIM milk.	
PLEASE REMEMBER TO BUY SKIM MILK.	
please remember to buy SKIM MILK.	
32. What's the difference in tone between "I said I need help" and "I SAID I NEED HELP"?	(1 point)
One sounds angry, the other is neutral.	
Both are grammatically incorrect.	
There is no difference.	

	One is polite, the other is informal.	
	The second uses lowercase incorrectly.	
33.	Is it better to use bold or all caps for emphasis in digital writing?	(1 point)
	Bold is preferred for clarity and tone.	
	All caps is always better.	
	Italics is the only correct option.	
	Underlining is outdated but acceptable.	
	Emphasis should be avoided entirely.	
34.	Which sentence uses a capitalized word for emphasis?	(1 point)
	I need you to be here tomorrow.	
	I need you to be here now.	
	I need you to be here NOW.	
	I need YOU to be here.	
	■ I NEED you to be here.	
35.	How might readers react to words in all caps compared to bold or underline?	(1 point)
	 All caps feel aggressive; bold or underline are softer. 	
	All caps are easier to read.	
	Underline is always more offensive.	
	Bold text is rarely used in writing.	
	Readers ignore all types of emphasis.	
S :	Subtopic 1.6: Capitalization in Dialogue	
36.	Do we capitalize the first word in a spoken sentence in dialogue?	(1 point)
- - -		
37.	Why is capitalization necessary in dialogue?	(1 point)
- -		
38.	. Correct the dialogue: "can you help me?" she asked.	(1 point)
- - -		
-		

39. Why is "skim" not capitalized in this line: "skim," she whispered.	(1 point)
40. In what cases might a single word in dialogue be capitalized even if it's not at the start?	(1 point)
41. Write a three-line dialogue that correctly uses capitalization.	(1 point)
42. Why do we follow strict capitalization in dialogue, even in casual conversation in books?	(1 point)
Subtopic 1.7: Capitalizing Acronyms 43. What is an acronym?	(1 point)
44. Why are all the letters in an acronym capitalized?	(1 point)
45. Correct this sentence: "the un is hosting a conference in nyc."	(1 point)
46. Identify the acronyms and their meanings in this sentence: "NASA and FBI worked together."	(1 point)

Should acronyms always be written in uppercase, even in informal writing?	(1 point)
Write a sentence using three acronyms.	(1 point)
What happens if acronyms are written in lowercase—could it cause confusion?	(1 point)
	Write a sentence using three acronyms.

Capitalization Rules

🔡 Subtopic 1.1: Capitalizing Proper Nouns

1. What is a proper noun?	(1 point)
a general name for any item or concept.	
a word that describes an action.	
 a specific name of a person, place, organization, or event. 	
a descriptive word for a noun.	
a type of sentence structure.	
Explanation: A proper noun refers to a specific name of a person, place, organization, or event.	
2. Why do we capitalize proper nouns in English?	(1 point)
to make text look more important.	
because English grammar requires it.	
to distinguish specific names from general terms.	
to show emotion in writing.	
to emphasize adjectives.	
Explanation: Capitalizing proper nouns helps distinguish specific names from general terms and adds clarity.	
3. Capitalize the proper nouns in this sentence: "we visited grand canyon in arizona."	(1 point)
We visited grand canyon in Arizona.	
• We visited Grand Canyon in arizona.	
 We visited Grand Canyon in Arizona. 	
We visited grand Canyon in Arizona.	
• We visited Grand canyon in Arizona.	
Explanation: Proper nouns should be capitalized: Grand Canyon and Arizona.	
4. Identify the proper and common nouns in the sentence: "Dr. Adams visited a hospital in Texas."	(1 point)
Proper: hospital, Texas; Common: Dr. Adams	
Proper: Dr. Adams, hospital; Common: Texas	
Proper: Dr. Adams, Texas; Common: hospital	
Proper: hospital; Common: Dr. Adams, Texas	
Proper: Texas; Common: hospital, Dr. Adams	
Explanation: Proper nouns: Dr. Adams, Texas; Common noun: hospital.	
5. Should the word "president" always be capitalized?	(1 point)
Yes, always.	
No, never.	
It depends on the context.	

- Only when writing about U.S. presidents.
- Only in legal documents.

Explanation: It depends on context; capitalize when used as a title before a name.

6. What might happen if proper nouns aren't capitalized in writing?

(1 point)

- It makes writing more formal.
- It improves reading speed.
- It causes confusion by making names unclear.
- It has no real effect on understanding.
- It helps simplify the grammar.

Explanation: Without capitalization, it's harder to distinguish specific names, leading to confusion.

7. What is an example of a short paragraph with three capitalized proper nouns?

(1 point)

- last summer, sarah visited paris and saw the eiffel tower.
- Last summer, Sarah went to a museum and saw art.
- Last summer, Sarah traveled to Paris to visit the Eiffel Tower.
- Sarah took a trip to France and went to the city.
- Sarah and her friend went to a monument.

Explanation: Sarah, Paris, and Eiffel Tower are proper nouns and should be capitalized.

Subtopic 1.2: Capitalizing Titles

8. What words in a title should always be capitalized?

(1 point)

- only the first and last word.
- all words no matter what.
- the first word, last word, and all major words.
- only the nouns and verbs.
- only the proper nouns.

Explanation: The first word, last word, and all major words (nouns, verbs, adjectives, adverbs) are always capitalized.

9. Why are minor words like "of," "the," or "and" sometimes not capitalized in titles?

(1 point)

- They are less important than other words.
- They are short conjunctions, prepositions, or articles.
- They are not real parts of speech.
- Only verbs and nouns can be capitalized.
- Titles should not contain those words.

Explanation: These are short conjunctions, prepositions, or articles and are not capitalized unless first in the title.

10. Rewrite the title correctly: "lord of the flies"

(1 point)

Lord Of The Flies Lord of the Flies lord of the Flies lord Of The Flies **Explanation:** Proper capitalization of major words gives: "Lord of the Flies" 11. Identify which words should be capitalized in this title: "gone with the wind." (1 point) Gone, with, Wind Gone With The Wind Gone With the Wind Gone with the Wind gone with the Wind **Explanation:** Gone, With, and Wind are major words; "with" is capitalized here due to its prominence. 12. Should scientific article titles follow the same capitalization rules as novels? (1 point) Yes, always. Generally yes, but it depends on the style guide. No, they use lowercase for everything. Only if the title is long. No, they use title case always. **Explanation:** Generally yes, but it depends on the style guide; scientific journals often use sentence case. 13. Which is a correctly capitalized title for an essay about climate change? (1 point) The effects of climate change on Arctic wildlife **Explanation:** The major words are capitalized, and articles/prepositions are lowercase unless first. 14. Why do you think we capitalize only the important words in a title and not every word? (1 point) To make everything look neat. To focus on key content and improve clarity. Because grammar rules require it. It's just a tradition. To avoid overcapitalizing. **Explanation:** It balances clarity and simplicity, allowing readers to easily spot the main ideas.

Lord of the flies

🚣 Subtopic 1.3: Capitalizing the First Word in a Sentence 15. What rule applies to the first word of every sentence? (1 point) **Explanation:** The first word of every sentence must always be capitalized, regardless of what the word is. 16. Why is the first word of a sentence capitalized in English writing? (1 point) **Explanation:** It signals the beginning of a new thought, making the text easier to read and understand. 17. Fix this sentence: "she bought a new dress. then, she wore it to a party." (1 point) **Explanation:** The revised sentence is: "She bought a new dress. Then, she wore it to a party." 18. Identify the capitalized first words in the paragraph: "he went to the park, they played soccer, it was fun." (1 point) **Explanation:** The capitalized first words are: He, They, It 19. Is it acceptable to begin a sentence with a lowercase word in creative writing? (1 point) **Explanation:** Some authors use lowercase stylistically, but standard grammar requires capitalization. It's a deliberate, nonstandard choice. 20. Write a short story of three sentences, each starting with a properly capitalized word. (1 point) **Explanation:** Example: The sun rose early. Birds sang sweetly in the trees. I smiled as the day began. 21. What would happen to a reader's understanding if none of the first words in a paragraph were capitalized? (1 point)

Explanation: It would be difficult to determine where one sentence ends and the next begins, re	ducing clarity.
Subtopic 1.4: Capitalizing the Pronoun "I"	
22. Which pronoun is always capitalized in English?	(1 point)
Explanation: The pronoun "I" is always capitalized.	
23. Why is the pronoun "I" capitalized even when it's not at the beginning of a sentence?	(1 point)
Explanation: It shows self-respect, maintains grammatical clarity, and distinguishes "I" from ot	her single-letter words.
24. Correct this sentence: "my friends and i watched a movie."	(1 point)
Explanation: Corrected version: "My friends and I watched a movie."	
25. Identify the position of "I" in this sentence and its capitalization: "Do you think i can win?"	(1 point)
Explanation: "I" is in the middle and should be capitalized: "Do you think I can win?"	
26. Should "i" be lowercase in formal essays?	(1 point)
Explanation: No, it should always be capitalized. Lowercase "i" is grammatically incorrect and writing.	informal in any formal
\sim	

Explanation: Example: I love reading at night. Yesterday, my brother and I went to the zoo.	
28. Why might English choose to uniquely capitalize "I" but not "me"?	(1 point)
Explanation: Possibly to emphasize individuality or self-respect. What does this choice suggest about Englisviews of the self?	sh speakers'
Subtopic 1.5: Capitalization for Emphasis	
29. What does capitalization for emphasis mean?	(1 point)
capitalizing all proper nouns.	
using capital letters to highlight something.	
writing only in lowercase.	
using italics in writing.	
ending a sentence with an exclamation mark.	
Explanation: It means using capital letters to draw attention to a specific word or phrase.	
30. Why is full-sentence capitalization often discouraged in emails or texts?	(1 point)
• It can come across as shouting or aggressive.	
It saves space in short messages.	
It's encouraged for better visibility.	
It helps correct grammar.	
It's the standard in professional writing.	
Explanation: It may appear the writer is shouting, which feels rude or aggressive.	
31. Rewrite this with proper emphasis: "please remember to buy SKIM milk."	(1 point)
Please Remember To Buy Skim Milk.	
Please remember to buy skim milk.	
Please remember to buy SKIM milk.	
PLEASE REMEMBER TO BUY SKIM MILK.	
please remember to buy SKIM MILK.	
Explanation: Correct form maintains emphasis on "SKIM" without making the entire sentence capitalized.	
32. What's the difference in tone between "I said I need help" and "I SAID I NEED HELP"?	(1 point)
• One sounds angry, the other is neutral.	
Both are grammatically incorrect.	
There is no difference.	

One is polite, the other is informal.	
The second uses lowercase incorrectly.	
Explanation: The capitalized sentence expresses urgency or anger, while the first is neutral.	
33. Is it better to use bold or all caps for emphasis in digital writing?	(1 point)
Bold is preferred for clarity and tone.	
All caps is always better.	
Italics is the only correct option.	
Underlining is outdated but acceptable.	
Emphasis should be avoided entirely.	
Explanation: Bold is preferred in professional settings for clarity and tone.	
34. Which sentence uses a capitalized word for emphasis?	(1 point)
I need you to be here tomorrow.	
I need you to be here now.	
I need you to be here NOW.	
I need YOU to be here.	
I NEED you to be here.	
Explanation: "NOW" is capitalized for dramatic emphasis in the sentence.	
35. How might readers react to words in all caps compared to bold or underline?	(1 point)
 All caps feel aggressive; bold or underline are softer. 	
All caps are easier to read.	
Underline is always more offensive.	
Bold text is rarely used in writing.	
Readers ignore all types of emphasis.	
Explanation: All caps often feel aggressive; bold/underline feels assertive but professional.	
Subtopic 1.6: Capitalization in Dialogue	
36. Do we capitalize the first word in a spoken sentence in dialogue?	(1 point)
Explanation: Yes, the first word of every spoken sentence in dialogue should be capitalized.	
37. Why is capitalization necessary in dialogue?	(1 point)

Explanation: It helps separate each speaker's ideas and follows grammar rules, making conversation e follow.	easier to read and
38. Correct the dialogue: "can you help me?" she asked.	(1 point)
Explanation: Corrected version: "Can you help me?" she asked. 39. Why is "skim" not capitalized in this line: "skim," she whispered.	(1 point)
37. Why is skill not capitalized in this line. skill, she whispered.	(1 point)
Explanation: It's a single word and not the beginning of a sentence; therefore, capitalization is not requ	uired.
40. In what cases might a single word in dialogue be capitalized even if it's not at the start?	(1 point)
Explanation: When it's a proper noun, starts a complete sentence, or is capitalized for emphasis.	
41. Write a three-line dialogue that correctly uses capitalization.	(1 point)
Explanation: "Where are you going?" asked Maria. "I'm heading to the bookstore," said James. "Can asked.	I come too?" she
42. Why do we follow strict capitalization in dialogue, even in casual conversation in books?	(1 point)
Explanation: To maintain grammatical structure and clarity. Without it, the dialogue could become country unprofessional.	nfusing and
Subtopic 1.7: Capitalizing Acronyms	
43. What is an acronym?	(1 point)

	lanation: An acronym is a word formed from the initials of a phrase, like NASA or FBI. Why are all the letters in an acronym capitalized?	(1 point)
	why are an the letters in an actonym capitanzeu:	(1 point)
_		
_	clanation: Because each letter stands for a separate word, capitalization maintains the identity and meaning of brym.	Ethe
45. - -	Correct this sentence: "the un is hosting a conference in nyc."	(1 point)
– – – Exp	planation: Corrected version: "The UN is hosting a conference in NYC."	
46. - -	Identify the acronyms and their meanings in this sentence: "NASA and FBI worked together."	(1 point)
	Planation: NASA – National Aeronautics and Space Administration; FBI – Federal Bureau of Investigation. Should acronyms always be written in uppercase, even in informal writing?	(1 point)
- - - -	planation: Yes, acronyms must always be written in uppercase to retain clarity and meaning, even in casual or	informal
cont	Write a sentence using three acronyms.	(1 point)
- - Exp	planation: Example: The CEO of the UNESCO committee met with the WHO director.	
49. -	What happens if acronyms are written in lowercase—could it cause confusion?	(1 point)
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Explanation: Yes, lowercase acronyms can resemble normal words or obscure terms, making them confusing or unclear to the reader.