



PINES ACADEMY
INTERNATIONAL



Practical Composition



English as a
Foreign
Language

INTRODUCTION

This book contains activities that serve as a guide in helping the students improve and enhance their skills in writing. The aim is for the students to develop into effective communicators by honing their writing skills, which is also related with their speaking skills since both are communication tools in helping students express themselves.

At the end of the course, the class activities should have fortified the students' writing skills which would prepare them for higher forms of writing that would mold them to be adept writers in the second language.

RULES FOR CAPITALIZATION

1. Capitals for First Words

- a. Capitalize the first word in declarative, interrogative, imperative, and exclamatory sentences.
- b. Capitalize the first word in a quotation if the quotation is a complete sentence.
- c. Capitalize the first word after a colon if the word begins a complete sentence.
- d. Capitalize the first word in each line of most poetry.

2. Capitals for Proper Nouns

- a. Capitalize all proper nouns.
- b. Capitalize each part of a person's full name.
- c. Capitalize the proper names of animals.
- d. Geographical and Place Names
- e. Capitalize the names of specific events and periods of time. (*Do not capitalize the seasons*)
- f. Capitalize the names of various organizations, government bodies, political parties, races, nationalities, and languages.
- g. Capitalize references to religions, deities, and religious scriptures.
- h. Capitalize the names of awards.
- i. Capitalize the names of specific types of air, sea, space and land craft.
- j. Capitalize brand names.

3. Capitals for Proper Adjectives

- a. Capitalize most proper adjectives.
 - b. Capitalize brand names used as adjectives.
- Do not capitalize prefixes attached to proper adjectives unless the prefix refers to a nationality. *example: pro-American sentiment*
 - In a hyphenated adjective, capitalize only the proper adjective.
Example: Spanish-speaking Americans

4. Capitals for Titles

- a. Capitalize titles of people and titles of works.
- b. Capitalize titles of government officials when they are followed by a proper name or when used in direct address.
- c. Capitalize all important words in compound titles, but do not capitalize prefixes and suffixes added to titles.
- d. Capitalize titles showing family relationships when they refer to a specific person, unless they are preceded by a possessive noun or pronoun.
- e. Capitalize abbreviations of titles before and after names.
- f. Capitalize the first word and all other key words in the titles of books, periodicals, poems, stories, plays, paintings, and other works of art.
- g. Capitalize titles of courses when the courses are language courses or when the courses are followed by a number.

5. Capitals in Letters

- a. Capitalize the first word and all nouns in letter salutations and the first word in letter closings.

**ACTIVITY**

Read the sentences below.

Rewrite the following with the correct capitalization.

1. every thursday, i go to karate practice.

2. dad bought our new car at paul's auto store.

3. kyla traveled to france with her aunt Patrice.

4. dr. george put braces on tommy's teeth.

5. our favorite show, american idol, is on thursday night.

6. i helped my friend, annie, bake cookies and deliver them to the harvest hills nursing home.

7. my favorite books are green eggs and ham and horton hears a who.

8. on sunday, i will see the movie star wars and eat at taco bell.

9. terry and louis went to central park last july.

10. she has a friend from london, england.
