First Words and *I* and *O*

13a. Capitalize the first word in every sentence.

Capitalize the first word of a directly quoted sentence.

EXAMPLE **S**he said, "**I**t will be hard to go home after this fun vacation."

13b. Capitalize the pronoun *I*.

EXAMPLE Ira said that **I** was the best dancer in the show.

13c. Capitalize the interjection *O*.

EXAMPLE Guide and direct us, **O** Lord.

13d. Capitalize the first word in both the salutation and the closing of a letter.

EXAMPLES **D**ear Mr. Novato: **S**incerely,

MECHANICS

EXERCISE A In each sentence below, cross out any word that has an error in capitalization and write the corrected word above it.

Example **1.** ~~a~~ A love for reading is a great thing to develop.

1. When i was eight years old, my grandmother came to live with my family.
2. She always used to say, "great books need to be read often."
3. Every night after dinner, my grandmother and i would settle down to read.
4. On some evenings she'd say something like "o, great bookcase! What do you have for us?"
5. then she'd close her eyes and pick the first book that she touched.

EXERCISE B In each item below, cross out any word that has an error in capitalization and write the corrected word above it.

Example **[1]** ~~recently,~~ Recently I've become interested in the great naturalist John Muir.

[6] dear Annika,

[7] how are you? I just received your last letter. **[8]** as always, I enjoyed hearing your stories. **[9]** I appreciated your description of your favorite book, so I thought i'd tell you about a great book I just read. **[10]** it's a biography of John Muir, who founded the Sierra Club. **[11]** A man who fought hard to protect the wilderness, Muir once said, "climb the mountains and get their good tidings." **[12]** After reading about him, i am eager to climb a mountain myself. **[13]** I haven't climbed a real mountain yet, but i do like to improve my skills on indoor climbing walls. **[14]** maybe one day we could take a trip to a mountain together. Till then, I guess we'll settle for writing letters.

[15] your friend,

Anna

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