

LECTURE ONE: CAPITALISATION

Capitalisation has two main cases, namely: Title case and Sentence case.

Title Case: in titles we capitalise all the essential words except for articles, prepositions and conjunctions.

Articles: the, a, an/ prepositions: by, about, from.../ conjunctions: and, but, then...

Example: a dissertation title: Highlighting Common Difficulties Encountered by English as a Foreign Language Learners in Learning English Idioms: The Case of Master Students at Biskra University

Remark: articles, prepositions and conjunctions are never capitalised unless they come at the beginning of titles or sentences.

Sentence Case: cases where we should use capitalisation:

- Proper nouns: names of people, countries, cities, nationalities...
- Common nouns when they come after proper nouns: Michigan University, Mississippi River...
- The pronoun I is always capitalised even in the middle of the sentence.
- Names of religions, deities and religious books: Islam, Allah, Quran.
- Names of days and months: Sunday, October.
- Names of directions when they refer to a section of territory: Northern America.
- Names of organisations: Ministry of Education.
- Titles of officials, ranks when used instead of proper nouns: President of USA;
- Abbreviations of titles: Mr., Mrs., Dr., Prof.
- Brands: Nike, Zara, Dior.
- The first word after end marks.
- Names of holidays, feasts and specific historical events: Christmas Holiday, Eid El-Fitr, World War...