A. Self-Check. Capitalization. In the following sentences, use standard proofreading marks to correct errors you find in capitalization. Use three short lines (see the example below) under a lowercase letter to indicate that it is to be changed to a capital letter. Draw a diagonal (/) through a capital letter you wish to change to a lowercase letter. Indicate at the right the total number of changes you have made in each sentence.

Example: The Bandit Henry McCarthy was also known as Billy the Kid. 2

1. The Makers of the popular mobile game Angry Birds plan to open Theme Parks in Europe, China, and the United States. 9

2. Born in Houston, Michael Dell, CEO of Dell Computers, grew up in the State of Texas. 7

3. Starbucks ensures high standards by training its Baristas in Coffee preparation techniques and Customer Service. 4

4. In the Fall I plan to begin my Master’s Degree in Finance at the Massachusetts Institute of Technology. 8

5. Facebook’s acquisition of Instagram was one of the largest in Internet history. 2

6. Tourists who visit Grimsey Island, located off Iceland’s northern coast, can walk across the Arctic Circle there. 5

7. Regulations of the Sarbanes-Oxley Act of 2002 resulted in costly expenses for our Company. 4

8. Salt Lake City, in the State of Utah, was founded by Brigham Young and a small Party of Mormons in 1847. 4

9. To this day, AT&T remains a dominant force in the Telecommunications Industry. 1

10. The Boston Marathon is an annual Sporting Event hosted by the City of Boston, Massachusetts, on Patriot’s Day, the third Monday of April. 7

Check your answers below.

B. Capitalization. Use proofreading marks to correct any capitalization errors in these sentences. Indicate the total number of changes at the right. If no changes are needed, write 0.

11. The Actor Alec Baldwin was kicked off an American Airlines Flight for refusing to stop playing words with friends on his Smartphone. 6

12. Do you think I should prepare the outline for today’s Meeting using Arabic or Roman numerals? 4
13. The Abejuela Family visited Rhode Island during the summer and soon learned why it is known as the ocean state.

14. Cathy Paulsen took a sabbatical during the months of April and May, but she hopes to return to her job by Summer.

15. Our company encourages employees to earn Associate’s and Bachelor’s degrees at nearby colleges and universities.

16. Nontraditional students face the challenge of juggling full-time jobs while working on their degrees.

17. The Post Office doesn’t deliver mail to Steven Stark’s home in the City of Santa Maria, California, anymore.

18. Steven Stark, who owns an internet company, now gets all his mail delivered online.

19. A company in Beaverton, Oregon, called Earth Class Mail has developed technology that makes digital mail possible.

20. People who receive digital mail worry about mail fraud and identity theft.

21. The United States Postal Service says it is losing a lot of business because of the increasing popularity of digital mail.

22. All company representatives gathered in Kansas City in the Chouteau Room of the Hyatt Regency Crown Center for the annual Spring sales meeting.

23. Work schedules will have to be adjusted in September for Labor Day.

24. Last fall Tish Young took out a policy with the Prudential Life Insurance Company. (The word the is part of the company name.)


26. Professor Solis used the Socratic method of questioning students to elicit answers about business law.

27. After driving through New York State, we stayed in New York City and visited the Empire State Building.

28. Bob Mensch completed the requirements for a master’s degree at UCLA.

29. The nonprofit organization Kiva.com gives individuals the opportunity to make business loans to people in developing countries.

30. The most popular snacks eaten during the Super Bowl are Chicken Wings, Tortilla Chips, Pizza, and Pretzels.

A. **Self-Check. Capitalization.** Use proofreading marks to correct errors you find in capitalization. Indicate at the right the total number of changes you make. If no changes are needed, write 0.

   **Example:** Project manager Karen O’Brien was promoted to Vice President. 3

   31. Kevin Systrom, Founder and CEO of Instagram, a photo-sharing App, also served as an Associate in Google’s Corporate Development Department. 5

   32. Martin Cooper, a General Manager at Motorola, created the first true Cell Phone. 4

   33. General manager Cooper made his first call to his Rivals in AT&T’s research and development department. (Assume this is the official name of this department.) 5

SUBJECT: Your report needed by Friday


52. Check out "Google, Inc." and this iPod because the computer's name: "Google" was originally named "Goole" however, an Angel investor made a

51. My supervisor recommended that I read the book Marketing In The Age Of Google.

50. "Time" magazine lists Google as the most influential company in the world.

49. Tony Redell, one of the developers of the iPod, notified us to use ASP to catch

48. To locate the exact amount of Federal funding, look on page 7, page 6 of

47. The Senate and the House are opposite of one

46. Because Brazil's eastern and western areas are located in the southern hemisphere,

45. Why Uncle Sam recently purchased a Ford Focus to use for his trip to the east

44. The Health minister announced a wonderful program is now in place was the first country

43. Target Corporation Facebook to market its site accessible

42. U.S. district judge Martin has authorised a class-action lawsuit against

41. All government agencies must make their websites accessible to the blind.

40. To reach the mission of launch:

39. On August 1st, the project was to market its site accessible.

38. My professor recommended that I read the article titled "Best And Worst Jobs

37. Our business manager and one executive vice president recently attended an

36. The fishing industry in the Pacific Northwest is facing from the impact of recent

35. Bill my doctor and my sister purchased Ipad, Tablet Computer as Christmas

34. Additional information on the features of our new security software is available
54. Veterans Day is a Federal Holiday; therefore, banks will be closed.
55. Franklin became an Assistant to the Administrator of the Governor Bacon Health center, which is operated by the department of health and social services in Delaware.
56. Many Cybercriminals use a fraudulent scheme known as “Phishing” to obtain personal information from victims.
57. For lunch Hamed ordered a big mac, French fries, and a coca-cola.
58. A midwesterner who enjoys sunshine, Mr. Larsson travels South each Winter to vacation in Florida.
59. Illy, a company founded in the Northern part of Italy during World War I, produces coffee made from pure arabica beans.
60. Please contact our customer service department to discuss a refund for your Acer Tablet Computer.

LEVEL 3

A. Self-Check. Capitalization. Use standard proofreading marks to indicate necessary changes in capitalization. Write the total number of changes at the right.

Example: Even though Mercury is closest to the sun, Venus, is the hottest planet.

61. Even though the E-mail message was marked "confidential," the Vice President forwarded it to her entire Staff.
62. His guiding principle for running his company is this: demand the very best from everyone.
63. In South America most Brazilians speak Portuguese, most Surinamese speak Dutch, and most Guyanese speak English.
64. The Late President Franklin D. Roosevelt, who served in Office during the Great Depression, is remembered for passing the new deal, a legislative package that helped the American economy recover.
65. Malcolm Forbes once said, "failure is success if we learn from it."
66. The most common lies job seekers make on their Résumés are the following:
   1. inflated job titles
   2. false employment dates
   3. fake academic credentials
67. How on Earth do these job seekers think they will get away with it?
68. Money traders watched carefully the relation of the American dollar to the Kuwaiti Dinar, the Swiss Franc, and the British Pound.
70. Our organization's bylaws state the following: "The Secretary of the Association will submit an agenda two weeks before each meeting."

Check your answers below.
B. **Capitalization.** Use proofreading marks to indicate necessary changes in capitalization. Write the number of changes at the right.

71. A new Employee of Goldman Sachs was surprised to read this rule in the employee handbook: "It is the policy of the firm to make no comment on rumors whatsoever, even to deny rumors you believe to be untrue."  

72. Long considered the ninth Planet, Pluto lost this classification in 2006.  

73. As the Sun beat down on the crowd, Eric Schmidt, former Chief Executive and current Chairman of Google, delivered the Graduation Address to the Students of UC Berkeley.  

74. Would you like more coffee? No, I'm fine for now.  

75. The Fair Labor Standards Act, which was passed in 1938, established the country’s first Minimum Wage.  

76. Terry noticed that the English spoken by Asians in Hong Kong sounded more British than American.  

77. Our accounting department should mark this Invoice "paid."  

78. The Minutes of our last meeting contained the following statement: "The Vice President acted on behalf of the President, who was attending a conference in the Far East."  

79. Our Office Manager always uses "Best Regards" as his complimentary close.  

80. Labor specialists predict that these career fields will offer strong job growth through 2020:  
   1. Sales and marketing  
   2. Engineering  
   3. Computer systems  
   4. Accounting and finance  
   5. Renewable energy  
   6. Health care  
   7. Security  
   8. Service industries  

C. **Review. Capitalization.** Select a or b to indicate correct capitalization. Assume that each group of words is part of a complete sentence.

81. a. my occupational therapist  
   b. my Occupational Therapist  

82. a. the Golden Gate bridge  
   b. the Golden Gate Bridge  

83. a. awarded a Master’s degree  
   b. awarded a master’s degree  

84. a. courses in Italian and art history  
   b. courses in Italian and art history  

85. a. the Venetian Room at the Fairmont Hotel  
   b. the Venetian room at the Fairmont Hotel  

86. a. French fries and a Pepsi-Cola  
   b. french fries and a Pepsi-Cola  

87. a. a message marked “Private”  
   b. a message marked “Private”  

88. a. a winter ski trip  
   b. a Winter ski trip  

89. a. the mayor’s speech  
   b. the Mayor’s speech  

90. a. a Television show on PBS  
   b. a television show on PBS  

91. a. she and I will attend  
   b. she and I will attend  

92. a. Euclid Avenue in Cleveland  
   b. Euclid Avenue in Cleveland
D. Writing Exercise. Using Capitalization. On a separate sheet, write one or two paragraphs summarizing an article from a local newspaper. Choose an article with as many capital letters as possible. Apply the rules of capitalization you learned in this chapter.

E. FAQs About Business English Review. In the space provided, write the correct answer choice.

101. Please make a (a) xerox, (b) photocopy of the contract to send to Washington.

102. We have special tutoring available for any (a) non-English-speaking, (b) non-English-speaking students.

103. He plans to pursue a career in the field of (a) economics, (b) Economics.

104. Many people get a (a) Flu, (b) flu shot each year.

105. The fire (a) marshal, (b) martial suspected that arson was involved in the fire.

106. To prevent looting after the earthquake, officials declared (a) marshal, (b) martial law.

107. Our e-mail newsletter is sent to customers (a) bimonthly, (b) semimonthly on the 15th and the last day of the month.

108. Employees are paid (a) biweekly, (b) semiweekly, which means they get 26 paychecks a year.

109. Because you were out last week, you need to (a) make up, (b) makeup, (c) make-up 18 hours of work.

110. The film Iron Lady won an Oscar for best (a) make-up, (b) makeup, (c) make up.