

Personal Titles and Titles Showing Family Relationships

13g. Capitalize titles.

(1) Capitalize the title of a person when the title comes before a name.

(2) Capitalize a word showing a family relationship when the word is used before or in place of a person's name.

Do not capitalize a word showing a family relationship if it follows a possessive word.

EXAMPLES My **d**ad is a close friend of **C**hief Bradley.

My **u**ncle Frank planned a birthday party for **A**unt Flora.

EXERCISE A In the following sentences, circle each incorrectly used lowercase letter. If a sentence is already correct, write C after it.

Example 1. Arthur enjoys talking with professor Bleau about archaeology.

- For her birthday, my uncle Derwood gave aunt Bonnie a pair of earrings.
- My grandpa owns stables where he boards and trains horses.
- On Thursday, mayor Wilkins will be visiting our school.
- Each morning, principal McVicar reads announcements.
- Vickie listened with interest to a speech made by commissioner Jackson.
- “Please ask Carlton whether he’d like to spend the night here,” said dad.
- My mom wrote a note to excuse me from class for my appointment with dr. Lanier.
- When you see mrs. Davenport, please ask her if she has seen my mom.
- Is that a drawing of president Washington on the one-dollar bill?
- As Douglas approached the table, he said, “Good afternoon, uncle.”

EXERCISE B The following sentences contain errors in capitalization. Circle each letter that is incorrectly capitalized or lowercased.

Example 1. Kenneth asked his Dad for permission to go see a movie with Mike.

- Our committee should speak with the Principal about the dates for the party.
- Before his birthday, I asked my Brother to give me a list of items he wanted.
- I asked my neighbor, mr. Elton, if he would hire me to mow his lawn.
- Jenny has always enjoyed spending time with aunt Pattie.
- The fire marshal and mayor Kniffin worked together on the parade committee.