Writing Skills in Action 1: Capitalization

Writing Skills in Action is designed to put into practice specific writing traits, i.e., capitalization, grammar, punctuation, and usage to develop your understanding of how to write more effectively.

Prompts may either be creative fiction or analytical responses – determine the type of prompt and the audience then write accordingly.

Directions

**Write a half-page response** to ONE of the prompts below. While you write your response, include sentences that fit the grammar and punctuation rules below, and any other specific requirements for this task.

You need to identify each rule/requirement by using the “Comment” tool (under the “Review” tab) in Word.

Example: *He said, “Treat her as you would your own daughter.”*

3 Prompt Options:

1. In a TED talk by Rachel Botsman, (<https://www.ted.com/talks/rachel_botsman_we_ve_stopped_trusting_institutions_and_started_trusting_strangers/transcript#t-581761>) she states: “We're starting to realize that institutional trust wasn't designed for the digital age. Conventions of how trust is built, managed, lost and repaired – in brands, leaders and entire systems – is being turned upside down.” **Describe a time or experience when you made a “trust leap” in the digital sphere. What was your thought process or rationale for going through with your decision?**
2. Watch this short interview (http://bigthink.com/videos/the-democratic-deficit) with Noam Chomsky about a concept called “Democratic Deficit.” **Discuss how media and technology attempts to “bridge the democratic deficit gap” and its effectiveness.**
3. Imagine that you’ve been chosen to be the representative of your neighborhood and tasked to fill a time capsule that will be sealed and buried for one hundred years. **Write a letter to future inhabitants who may unearth and open your time capsule.** Describe the items you've included and explain their value and importance in the world today. Would you choose technological products, favorites books, or personal photographs or letters? What would you hope to offer the future through your selections?

### Rules

These rules are taken directly from the *The Blue Book of Grammar and Punctuation*. You must write a sentence for each rule listed below. Each sentence must be grammatically and punctually correct. Label each sentence using the “Comment” feature in Word (click the review tab) to indicate which rule is applied in the sentence.

1. Write an introduction sentence that is *less-than* 7 words.
2. Rule 1:Capitalize the first word of a quoted sentence.
   * Example: *He said, “Treat her as you would your own daughter.”*
3. Rule 2: Capitalize a proper noun.
   * Example: *Golden Gate Bridge*
4. Rule 5: Capitalize the titles of high-ranking government officials when used with or before their names. Do not capitalize the civil title if it is used instead of the name.
   * ***Examples:*** *The president will address Congress.*
   * *All senators are expected to attend.*
   * *The governors, lieutenant governors, and attorneys general called for a special task force.*
   * *Governor Fortinbrass, Lieutenant Governor Poppins, Attorney General Dalloway, and Senators James and Twain will attend.*
5. ***Rule 9:*** Capitalize federal or state when used as part of an official agency name or in government documents where these terms represent an official name. If they are being used as general terms, you may use lowercase letters.
   * ***Examples:*** *The state has evidence to the contrary.*
   * *That is a federal offense.*
   * *The State Board of Equalization collects sales taxes.*
   * *We will visit three states during our summer vacation.*
   * *The Federal Bureau of Investigation has been subject to much scrutiny and criticism lately.*
   * *Her business must comply with all county, state, and federal laws.*
6. Rule 13: Capitalize words derived from proper nouns.
   * Example: *I must take English and math.*   
     *English* is capitalized because it comes from the proper noun *England*, but *math* does not come from *Mathland*.