Capitalization of Abbreviations

Objectives
In this mini-lesson, students will:
• Identify abbreviations that are capitalized.
• Practice capitalizing abbreviations.

Preparation
Materials Needed
• Chart paper and markers
• Capitalizations of Abbreviations (BLM 9)
• Interactive whiteboard resources

Advanced Preparation
If you will not be using the interactive whiteboard resources, copy the example text, the modeling text, and the practice text (with errors) onto chart paper prior to the mini-lesson.

1. Focus

Explain Capitalization of Abbreviations
Say: We use capital letters for many reasons in writing. Capitalizing correctly is necessary for effective writing. When we use abbreviations, or shortened versions of words, we usually capitalize the letters in the abbreviations. Let’s look at some examples of when to capitalize abbreviations.

Display the example text on chart paper or using the interactive whiteboard resources.

Example Text
In 1991, the U.S. Women’s National Team played a game against China at the Rose Bowl in Pasadena, CA. In 2009, a new league was formed called Women’s Professional Soccer (WPS).

Model Using Capitalizations of Abbreviations
Write the modeling text on the board and read it aloud.

Modeling Text
In the 1980s, the National Collegiate Athletic Association (NCAA) and other organizations began to sponsor women’s soccer championships.

Say: In this sentence, the abbreviation NCAA is a shortened version of National Collegiate Athletic Association. The letters N-C-A-A are capitalized because they are the first letter of each of the words in National Collegiate Athletic Association.
2. Rehearse

Practice Using Capitalizations of Abbreviations

Display the practice text (with errors) on chart paper or use the interactive whiteboard resources.

Ask students to work with a partner to decide which words or abbreviations should be capitalized. (Students do not need to copy the sentences.)

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1. The first basketball game was played in Springfield, MA.
2. The FBI, the FDA, and the UN have decided to cooperate on the investigation.
3. Blair O’Brien, CPA, has a top-floor office in the building.
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3. Independent Writing and Conferring

Say: We learned that many abbreviations come from the first letter in each word of the name of a state, group, or organization. These abbreviations have capital letters.

If you would like to give students additional practice capitalizing abbreviations, have them complete BLM 9.

4. Share

Bring students together. Invite volunteers to share their answers to BLM 9. Use students’ answers to provide corrective feedback.

Strategies to Support ELs

Beginning

Show students a map of the United States that has the name of each state. Work one on one with students to say the name of the state and write the abbreviation of its name.

Intermediate and Advanced

Pair students with fluent English speakers to complete the practice text and the BLM.