

and of several following, paragraphs in any book. Does any paragraph begin on the last line of the preceding paragraph? At what part of the line does the first line of the opening paragraph begin? Where does the first line of each of the succeeding paragraphs begin? You find that :

2.(6)

1. Every paragraph must begin on a new line.
2. The first line of the opening paragraph properly begins at the margin.
3. The first line of each succeeding paragraph begins a short distance away from the margin to indicate to the eye the paragraph divisions.

This is called the indentation of the paragraph.

You have already noticed that the important words of your title should be written with initial capitals. But within the paragraph you have smaller divisions, called sentences. Note that each of these, too, must begin with a capital letter. ✓

After your story is rewritten, you should, before handing it in, read it over once more, in order to make final corrections. In so doing examine it carefully with respect to the following points :

1. Is the title properly placed? Do the important words in it begin with capitals?
2. Are the paragraphs indented? Does each paragraph deal with only one division of the story?
3. Does each sentence begin with a capital letter?

2(c)

2. CAPITALS AND PUNCTUATION

Uses of Capitals. We have already noticed that each sentence must begin with a capital, and that the first word and other important words in a title are to be written with capitals. Are these the only cases in which capital letters should be used? Examine the following :