Capitalize the first word in a letter closing

(closing) <u>Your</u> friend, Jennifer

Fχ'

PRACTICE THE CONVERSATION:

- A: Will you please read the example?
- **B:** Your friend, Jennifer.
- A: Good. Now . . . why is *your* capitalized?
- **B:** It's the first word in a letter closing.
- **A:** Uh huh . . . so?
- **B:** So the first word in this part of a letter should always be capitalized.
- A: Right. What about the word friend?
- B: No, just the first word.
- A: Good. What is this part of a letter called?
- **B:** The closing.
- A: Perfect.
- B: Thanks.



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