MONTGOMERY COUNTY PUBLIC SCHOOLS

Correspondence Writing Tips

A COMPANION TO THE
MCPS CORRESPONDENCE MANUAL

MCPS

Tips for Good Writing

Capitalizing

Acronyms
- In general, write acronyms in all caps, without periods. However, when you define an acronym, do not capitalize the words themselves, unless they represent a proper name:
  - WYSIWYG (what you see is what you get)
  - CESC (Carver Educational Services Center)
- In general, leave off all articles (a, an, the) with acronyms.

Web Matters
- It's the *Internet*, also called *the Net*. It's the *World Wide Web*. These are proper nouns and should be capitalized.
- A location on the web is a website or web page (lower case *w*).
- When you use web as a prefix, lowercase it. A person (male or female) who maintains a website is a *webmaster*.
- However, the Office of Curriculum and Instructional Programs, a local school, and the Superintendent's office can each have its own *intranet*, so that term is not capitalized.

Adapted from *E-What? A guide to the quirks of new media style and usage.* Alexandria, VA: EEI Press. Copyright 2000.

Look for more tips in the near future!
E-mail us for a quick response to your grammar and style questions:
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Our Editorial Help Desk also appreciates your phone calls and visits:
301-517-8139
CESC, Room 20

We are also your contact for a copy of the *MCPS Correspondence Manual*.