Correspondence Writing Tips

A COMPANION TO THE MCPS CORRESPONDENCE MANUAL
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.