When to use Capital Letters

The letters below are simple letters (also called ‘lower case’):

a b c d e f g h i j k l m

n o p q r s t u v w x y z

The letters below are **capital** letters (also called ‘upper case’):

A B C D E F G H I J K L M

N O P Q R S T U V W X Y Z

5 examples of where you should use capital letters:

1. **All** sentences start with a **capital** letter, so there should always be a **capital** letter after any full stops, question marks or exclamation marks.

For example:

Nick went to the shops. He came back with a bag of fruit. Did he really go?

Yes, he did. He actually went!

1. The word “**I**” is always a **capital** letter.
2. Nouns such as the names of people, places, days, months, films, TV shows, song titles, etc always start with a **capital** letter.

For example: James Bond, New York, France, Sunday, November, Dr Who

1. Initials are always **capital** letters.

For example: BBC, UK, RAF, DIY, USA, and Mr. G. Smith

1. Post codes are always written in **capital** letters.

For example: CM3 5JU

Practice Using CAPITAL LETTERS

**TASK 1:** Copy these sentences, putting in the capital letters .

1. the dog ran up to anne. she picked up the dog’s ball and threw it.
2. what day is it today? it’s sunday.
3. we went to york yesterday. the rain never stopped all day.
4. he wanted to watch eastenders, so i turned over to bbc 1.
5. last year we went to france for our holidays. it was very warm.
6. easter is sometimes in march, but this year it’s in april.
7. have you seen born free? it’s a film about lions in africa.
8. alex wanted to fly planes, so he joined the r.a.f.
9. when i moved to London, i had to pay more rent.
10. after speaking to jim, i went home. it was a long day.

**TASK 2:**

1. Write a few sentences about your best ever holiday or favourite film/game.
2. Check your sentences :

* Did you start each sentence with a capital letter?
* Did you start the nouns with a capital letter?
* Did you remember to write ‘I’ as a capital?
* Did you write any initials in capitals?