

Fact sheet - Level 1

Capital Letters

These 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

These 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

1. Every sentence starts with a capital letter.
So there should always be a capital letter after a full stop, question mark or exclamation mark.

e.g. Nick went to the shops. He came back with a bag of fruit.
Did he go? He did.
He went!

2. You also need a capital letter for the word "I" and for names - of people, places, things (days, months, films, TV shows, song titles, etc)

e.g. Anne, York, France, Sunday, November, Top of the Pops

3. Initials need capital letters

e.g. BBC, UK, RAF, DIY

For factsheets, worksheets, quizzes and games to help improve your skills, please click on the following link:

www.bbc.co.uk/skillswise

Fact sheet - Level 2

Capital Letters

A capital letter is a large letter that is used at the beginning of a sentence and as the first letter of certain words. The word comes from the Latin *capitalis*, derived from *caput* head.

Use a capital letter

for the pronoun I

for the first word of a sentence

for proper nouns : Patrick, Dad, the Queen, the President of the United States

for place names and the names of buildings: London, Norway, Easy Street, the Taj Mahal, Buckingham Palace, Poole Court

for the months of the year, days of the week, and special occasion days: Monday, September, Christmas, Easter, Halloween

for adjectives derived from proper nouns: English, Shakespearian, Victorian

for the major words in the title of books, plays, films, magazines, computer games, works of art: *Blood Brothers*, *Of Mice and Men*, *To Kill a Mockingbird*, *Modern Warfare*, *Call of Duty*

for personal titles that come before a name: Ms, Mr, Mrs, Dr, Reverend

for most letters in words that are acronyms: NASA, BBC, UN

for brand names: Dyson, Mars, Sony, Playstation

To find out more about capital letters visit...

www.bbc.co.uk/skillswise/e3/words/grammar/capitalletters