**Capital letters**

A sentence always begins with a capital letter.

Capital letters always **come at the start of** …

* + **names** of people and their titles, e.g. George Smith, Mr George Smith, Uncle George.
	+ **places**, e.g. High Street, Manchester, England, Europe.
	+ their adjectives (describing words), e.g. Mancunian, English, European.
	+ **days** of the week, special days, e.g. Christmas Eve and months, but not seasons.
	+ **titles** of books, films, television programmes, plays, bands etc. e.g. One Direction, *Breaking Bad.*
	+ **brand** names of products we buy, e.g. Coca Cola, Rimmel.

**Full stops**

A sentence always ends with a full stop.

Full stops come **after** …

* **abbreviations**, e.g. Wilts. (Wiltshire), Jul. (July), etc. except when the last letter of the abbreviation is the same as the last letter of the complete word, e.g. Mr (Mister), St (Street)
* **initials**, e.g. Mrs J. B. Jones, R.A.F. (Royal Air Force), but can be left out of longer sets of initials used as an acronym, e.g. UNESCO (United Nations Educational, Scientific and Cultural Organisation).

1. Read through the following sentences and correct any errors that you spot in the use of capital letters and full stops.

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| when george came to my party last saturday i was very pleased |
| shakespeare wrote many plays, including macbeth and hamlet |
| we move our clocks in march and nov every year |
| in spring, my parents and i went to paris, france for easter weekend |
| the last film i saw was a harry potter story |
| i love marmite flavour crisps but my aunt jenny prefers an apple as a snack |
| we were introduced to mr taylor when we bumped into him on high st last tuesday |
| i’d love to go scuba diving if we go to mallorca next august |

1. Now try these exercises, spelling all your answers correctly:
* Write out the days of the week.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
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* Write three or four sentences describing yourself, using commas in lists correctly too.

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| --- |
| 1 |
| 2 |
| 3 |
| 4 |

* List five towns or cities in Britain. List five countries in Europe.

|  |  |  |
| --- | --- | --- |
| 1 |  | 1 |
| 2 |  | 2 |
| 3 |  | 3 |
| 4 |  | 4 |
| 5 |  | 5 |

1. Correct the punctuation in these sentences:

|  |
| --- |
| when i get home from my trip to london i’ll be very tired |
| on sunday i’m going to watch star wars again on tv |
| we’re going to austria at christmas to visit my aunt jean |
| I like apples bananas and mars bars |
| let’s hope manchester united win on Saturday |

1. Write down five sentences with the capital letters and punctuation missing. Swap with a classmate and correct their punctuation.

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1. In pairs, compare your answers and then prepare:
* a set of instructions for younger students
* a poster for the classroom, to help you and other students remember how to use capital letters and full stops correctly.