

Rules for Capital Letters

Name _____ Date _____



To start the first word of every sentence.

Can I have an appointment to see Dr Sawbones next Tuesday, please?

The personal pronoun 'I'.

Can I have an appointment to see Dr Sawbones next Tuesday, please?

Proper nouns and proper adjectives

A name or a title that refers specifically to an individual person, place, institution, or event. **John Lennon, King Charles III, The House of Commons, The Hastings Marathon.**

House Names, Streets, Towns, Cities, Countries (also postcodes).

Flat 1, London Avenue, Hastings. United Kingdom. **TN94 1BZ**

The days of the week, months of the year, public holidays.

Monday, May, May Day.

Companies, brand names. Amazon, Nescafe.

Nationalities. The Danish people, Britons, Scandinavians.

Languages. Danish, Gaelic, English.

The names of festivals, holy days and religious terms.

E.g., Diwali, Christmas Day, Catholicism.

The names of distinctive historical periods. Middle Ages,

Abbreviations and acronyms.

ASAP (as soon as possible). **Dr** (doctor), **NATO** (North American Treaty Organisation), **NHS** (National Health Service).

The title of a book, poem, film, magazine, newspaper, piece of music.

Capitalise the first word and all significant words.

The Lord of the Rings, Pride and Prejudice, The Guardian.

The first word of direct speech or quotations.

He said, "Please call Dr Sawbones immediately."

Interjections. E.g., Oh! What terrible weather. Wow! I love your hat.

- ▶ Nouns that are not proper nouns / adjectives are called common nouns / adjectives. These are not capitalised unless they are part of a title or name. This includes compass points and seasons of the year.
Drive north on the M1. We go walking in North Yorkshire. I'll visit her next summer.
- ▶ Relationship names are only capitalised when they are used in place of a person's name. "Her mum is amazing" but "I wonder what Mum wants for her birthday".