

We need to use CAPITAL LETTERS

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Curriculum References

Ww/E1.2 - write the letters of the alphabet using upper and lower case
Ws/E1.2 - Punctuate a simple sentence with a capital letter and a full stop
Ws/E1.3 - Use a capital letter for personal pronoun 'I'
Ws/E2.3 - Use punctuation correctly (e.g. capital letters)
Ws/E2.4 - Use a capital letter for proper nouns
Ws/E3.3 - Use punctuation correctly (e.g. capital letters)
Ws/L1.3 - Punctuate sentences correctly and use punctuation so that meaning is clear.

Margaret, the contributor, suggests:

- ✦ Students can always do with a 'brush up' on capital letters.
- ✦ Lesson would start as introduction/recap to all levels.
- ✦ Worksheets according to ability.
- ✦ I would hope that the worksheets would stimulate much discussion and revision of various grammar structures.

We need to use CAPITAL LETTERS

1. At the beginning of a sentence.
2. A lot of forms ask that you use BLOCK CAPITALS when completing the details. This is another way of saying CAPITAL LETTERS.

3. For the names of

- ✦ cities - Paris, London, Rome
- ✦ towns - Oswestry, Kynaston, Wrexham
- ✦ countries - France, Denmark, Sweden
- ✦ rivers - Thames, Severn, Dee
- ✦ mountains - The Andes, Snowdon, Ben Nevis
- ✦ first names - John, Ben, Rosemary, Alex
- ✦ surnames - Davies, Hughes, Wright
- ✦ personal pronoun - I
- ✦ titles - Mr., Mrs., Miss, Reverend, Doctor
- ✦ important places - Buckingham Palace, Big Ben, Covent Garden, Oswestry Town Hall
- ✦ organisations - the Inland Revenue, Child Benefit Office,
- ✦ football clubs and stadiums, Wembley, White Hart Lane, Liverpool, Wolverhampton Wanderers
- ✦ names of pubs and clubs - the Red Lion, the Rovers Return, Baileys
- ✦ brand names - Cadbury's, Mars, Vauxhall, Nintendo, Game Boy
- ✦ postcodes - SY12 9PJ
- ✦ insurance numbers - YS 34 65 67D
- ✦ registration numbers - X342 OHY
- ✦ names of companies - British Telecom, Sainsbury's, Kodak
- ✦ names of trophies / tournaments - the World Cup, Wimbledon
- ✦ railway stations / bus stops - Waterloo, Unicorn Road, Liverpool Street, Euston, Gatwick
- ✦ abbreviations - BBC, I TV, PS2, HGV
- ✦ when completing most forms
- ✦ when completing crosswords



Rewrite the number plates correctly.

s456 ehr

du78 rht

l444 evt

r56 gef

n894 thy

h980 ser

You are working in the post room of the local post office. One of your jobs is to check that the postal codes have been written correctly. Here are a few that need correcting.

sy3 4hu		hu9 6ty	
te4 4or		sr2 5jw	
we3 6hy		ch3 2ea	
po3 8jp		wt5 6lp	

You have been employed as an administration assistant in a local nursery. There are some errors on the registration forms. Make any necessary corrections.

Name	Date of birth	Postcode
ben parry	31 march 2001	tr6 9hg
jenny rich	16 april 2001	tr4 8ht
carol duggs	23 february 2001	tr5 8yb
mark harris	28 march 2001	ts6 7yj

Write the abbreviations in the correct form.

Working Tax Credit

Child Benefit

Job Seekers Allowance

Heavy Goods Vehicle

Her Royal Highness

**Highlight the capital letters in the newspaper articles.
Discuss why they have they been used.**

Charlie Porter won the Gardener's Cup at the Flower and Produce Show in the Market Hall on Wednesday. Harry Jones was runner up with Helen Parry in third place. The event was sponsored by Weathertown Gardener's Association. If you are interested in becoming a member of the Gardeners Club please write to Heather Jones, 76 Briery Way, Weathertown, WE2 6HJ.

Rescuers struggled through high water and mountains of debris to reach areas crushed by Hurricane Katrina when it struck the Gulf Coast on Monday. The storm inflicted catastrophic damage as it slammed into Louisiana with 140 mph winds, then raged into Mississippi, Alabama and Tennessee.

Jennifer Aniston has finally got one over on her love rival Angelina Jolie. The former Friends beauty has been named as the celebrity most British women would love to look like.

Aniston polled a whopping 28 per cent of the vote, way ahead of her nearest challenger, Sienna Miller, who got 11 per cent. The sexy Jolie was even trounced by Abi Titmuss, who received two per cent, as the voluptuous actress failed to even make the top eight. However, it wasn't all bad news for Jolie. Her fella, Brad Pitt, Aniston's-ex lest we forget, was voted the celebrity most British blokes wanted to resemble. He beat fellow Hollywood star Jude Law and English football captain David Beckham.

Rewrite the following sentences using capital letters correctly

1. the queen lives at buckingham palace.
2. my birthday is on september 25th.
3. send completed forms to this address: 16, whitefriars place, liverpool, l7 9pq.
4. jenny told ben to get ready for school. "but i don't want to go back to school. summer holidays are too much fun."
5. hurricane katrina caused devastation throughout alabama in august this year.
6. ben nevis is the highest mountain in scotland.
7. michael owen has just been signed by newcastle united. their football ground is called st james' park.
8. if you are having problems with your tax code please contact the inland revenue office.
9. my mother and i are going on holiday to the costa del sol.
10. dr harold shipman was a convicted serial killer.