

Capital Letters



When to use capital letters

The first word of a sentence or quote

The name of days of the week and months of the year

The name of a language or word expressing a connection with a place. Names of nationalities and ethnic groups.

"Proper" names – names of a people, places etc. Initials.
Cardiff, London, The Grand Theatre, Oxford Street

Titles and initials.

Mr R Evans, Admiral Nelson

Trademarked names of products (including computer software)

Microsoft Word, Excel, and Access. Ford Escort, Jif Lemon

The name of religions and religious holidays

The first word of book and film titles

Gone With The Wind

The pronoun "I"

Today I went to work.

"Acronyms" – phrases shortened to their initial letters.

PC, DVD. "Please type your PIN into the cashpoint machine"



When not to use a capital letter

Seasons of the year

It was a hot summer day

Points of the compass (unless part of a place name)

The sun sets in the west

Educational subjects (unless a language, e.g. English)

I studied history and science