

# Capital Letters

## Teaching notes and ideas

### Pages 2-3 (Entry 1)

- Use as a straightforward correcting exercise (page 2, answers on page 3)  
or
- Laminate and cut out both pages.  
Jumble them up and give some out to each learner (or small group).  
Learners then decide which sentences were correct and why (optional happy / sad faces on page 7).  
Reasons can be fed back to the group – leading to a list or mind map about when capital letters are used.

### Pages 4-5 (Entry 2)

- Use as a straightforward correcting exercise (page 4, answers on page 5)  
or
- Laminate and cut out both pages.  
Jumble them up and give some out to each learner (or small group).  
Learners then decide which sentences were correct and why (optional happy / sad faces on page 7).  
Reasons can be fed back to the group – leading to a list or mind map about when capital letters are used.

### Pages 6-8 (Entry 1-2)

These pages contain several sets of words to be cut up and laminated. Page 7 has simpler words for early E1 learners (or mix them in with the other words).

- Jumble the words prior to giving them to small groups of learners.
- Two sets of header cards are also included (proper nouns / common nouns) and learners can use these to arrange the word cards into two groups.

### Page 9 (Entry 1)

- A simple starter sheet encouraging learners to write down their friends' names & places they know.

### Page 10 (Entry 2)

- Punctuation worksheet – adding capital letters and full stops.

**Note: this resource was created for learners living in the Medway area. To obtain an editable Word version of the resource please send further ideas or resources to [maggie@skillsworkshop.org](mailto:maggie@skillsworkshop.org) THANK YOU**

## Capital Letters

are you going to chatham on sunday?

what is the time ben?

i have been to spain and italy.

where is tom?

mrs smith talked to carl.

paris is in france.

where are jim and bob going?

rochester is near chatham.

i like to go shopping in maidstone.

my friend helen lives in strood.

## Capital Letters

Are you going to Chatham on Sunday?

What is the time Ben?

I have been to Spain and Italy.

Where is Tom?

Mrs Smith talked to Carl.

Paris is in France.

Where are Jim and Bob going?

Rochester is near Chatham.

I like to go shopping in Maidstone.

My friend Helen lives in Strood.

## Capital Letters

sarah played golf with bill and jenny

paul went to the shop to buy some chocolate, a map of london and a copy of the sun newspaper

we went to colchester zoo last week but it rained all day

my sister becky is two years younger than me

i had fun when i went to dinner at my friend johns house

i like to have a lie in on sunday

tim likes to eat cauliflower cheese for tea

my favourite food is fruit salad

fred likes the cooked breakfast on holiday more than anything else

holly went to the golden lion pub for a lovely sunday lunch

## Capital Letters

Sarah played golf with Bill and Jenny.

Paul went to the shop to buy some chocolate, a map of London and a copy of the Sun newspaper.

We went to Colchester Zoo last week, but it rained all day.

My sister Becky is two years younger than me.

I had fun when I went to dinner at my friend John's house.

I like to have a lie in on Sunday.

Tim likes to eat cauliflower cheese for tea.

My favourite food is fruit salad.

Fred likes the cooked breakfast on holiday more than anything else.

Holly went to the Golden Lion pub for a lovely Sunday lunch.

## Capital Letters

tom	george	len
gordon	russell	christine
richard	judy	dog
fern	kerry	bath
dale	daryl	big
rodger	mel	bread
jane	katie	kim
cathy	chair	denise
cat	egg	

<p><b>Proper Noun</b> needs a capital letter</p>	<p><b>Common Noun</b> no capital letter</p>
<p><b>Proper Noun</b> needs a capital letter</p>	<p><b>Common Noun</b> no capital letter</p>
<p><b>Proper Noun</b> needs a capital letter</p>	<p><b>Common Noun</b> no capital letter</p>

# Capital Letters

monday	tuesday	wednesday
thursday	friday	saturday
sunday	spring	summer
autumn	winter	christmas

dog	cat	keys
chair	table	eggs
lamp	biscuit	glasses
coffee	tea	paper
computer	milk	tree
door	water	pen

					
					
					
					

Kindly contributed by Emma Shaw [emma.shaw@blueyonder.co.uk](mailto:emma.shaw@blueyonder.co.uk) Medway Adult Learning Service.

Ws/E1.2 punctuate a simple sentence with a capital letter and a full stop. Ws/E1.3 use a capital a letter for the personal pronoun 'I'. Ws/E2.3 Use punctuation correctly (e.g. full stops, capital letters and question marks). Ws/E2.4 Use a capital letter for proper nouns.

## Capital Letters

tom cruise		george bush
gordon brown		barack obama
nicolas sarkozy		jonathan ross
russell brand		jeremy clarkson
richard and judy		fern britton
victoria beckham		kerry katona
lewis hamilton		wayne rooney
ant and dec		bruce forsyth
dale winton		michael jackson
rochester	chatham	paris
gillingham	london	united kingdom
england	kent	scotland
medway	maidstone	spain
gravesend	strood	france
ireland	wales	europa

Proper Noun	Common Noun
Proper Noun	Common Noun
Proper Noun	Common Noun

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Ws/E1.2 punctuate a simple sentence with a capital letter and a full stop. Ws/E1.3 use a capital a letter for the personal pronoun 'I'. Ws/E2.3 Use punctuation correctly (e.g. full stops, capital letters and question marks). Ws/E2.4 Use a capital letter for proper nouns.

## Capital Letters

People's names need capital letters.

**Write down the names of five of your friends in the box.**

Place names need capital letters.

**Write down the names of five places you have visited in the box.**

## Capital Letters

**Add the capital letters and full stops to these sentences**

my friend's name is ben

our house is on southport road

we live in lancaster

i would like to be a millionaire

i do not like carrots

my dad drives me to work on mondays

today is saturday

helen and thomas went to spain

my sister is called rani

our vet's name is miss davidson