

English

Punctuation *and* Grammar

Writing Skills: Capital Letters

One of the most important steps in writing is the editing process. After you write, however long the text is, it is essential to read over your work to pick up any errors. Then you must correct your mistakes.

There are several areas that result in common mistakes. This task's focus is **capital letters**.

Capital letters should be used:

- * To start new sentences
- * For the first letter of proper nouns (e.g. **M**s **D**hillon, **C**hifley **C**ollege, **P**aris, **T**uesday, **A**pril)
- * For the personal pronoun '**I**'
- * At the start of direct speech/quotations (e.g. Kyle said, "**W**hen is this due?")
- * The first letter of titles of books, songs, articles, and other published texts. Every other important word of the title *may* also begin with a capital letter. Words that do not need a capital letter (unless they are the first word of the title) are a, an, and, of, to, the, etc.

Your task:

1. In your homework book copy table shown below and create a code - give each reason its own colour.

Pronoun 'I'	Proper noun	Direct speech	Title	New sentence

2. Next, copy the sentences below into your book, inserting capital letters where necessary.

3. Then use the colour code from the table to show the reason that you have used a capital letter.

- a. my cousin tom is coming to visit soon.
- b. tomorrow i am going to the beach.
- c. my favourite book is 'tomorrow when the war began'.
- d. it is sheila's birthday next week.
- e. my birthday is in may.
- f. looking at the field, the coach called, "well done!"
- g. skye speaks french.
- h. the exchange students were from korea.
- i. i am the youngest child in my family.
- j. ms perez is an english teacher.