

English

Punctuation *and* Grammar

Writing Skills: Capital Letters

In your written work you are assessed for correct use of language conventions. This includes spelling, punctuation, grammar and paragraphing. In order to improve your writing skills, throughout the year we will be focusing on some of the most common language errors.

Capital letters should be used:

- ✓ For the personal pronoun 'I'
- ✓ To start new sentences
- ✓ For the first letter of proper nouns (e.g. Mr Harney, Chifley College, Paris, Tuesday, April)
- ✓ At the start of direct speech/quotations (e.g. Kyle said, "When is this due?")
- ✓ For 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) include *a/an, and, of, to, the,* etc.

Your Task:

The passage below contains a number of errors to do with capital letters. This includes an absence of necessary capital letters and the over-use of capital letters.

Re-write the passage into your English book, showing the correct use of capital letters. *Please circle, underline or highlight where you have made these changes.*



Jane Austen



jane austen was a major english novelist, whose novels are still widely read and studied today. Austen was born on 16 december, 1775 in hampshire, ENGLAND, the seventh of the eight children of the Reverend george Austen and his wife cassandra.

Jane was mainly educated at Home and never lived apart from her Family. she had a happy childhood amongst all her brothers and sisters. As a young girl, jane was encouraged to Write.

at the age of fourteen she wrote her first novel, called love and freindship (misspelt); while In her twenties she wrote the novels that she would later rework and Publish as Sense and sensibility, pride and prejudice, and northanger Abbey.

In 1801, when jane was in her mid-twenties, her parents Retired to the town of bath. the next four years were difficult for jane, who missed her Childhood Home and friends. jane moved, with her sisters and mother, to the town of southampton following her father's death in 1805. she occasionally visited her favourite brother henry, who lived in london.

in july of 1809, mrs Austen and her daughters returned to hamptonshire to live with jane's Brother edward. during the seven and a half years that jane lived in ThisHouse she wrote and published her many famous works, including emma and Mansfield park.

austen died in 1817, at the age of 41.