Fact sheet - Level 1
Capital Letters

These are simple letters (also called ‘lower case’):

\[ abcdefghijklmnopqrstuvwxyz \]

These are capital letters (also called ‘upper case’):

\[ ABCDEFGHIJKLMNOPQRSTUVWXYZ \]

1. Every sentence starts with a capital letter.
   So there should always be a capital letter after a full stop, question mark or exclamation mark.
   
   e.g.  Nick went to the shops. He came back with a bag of fruit.
        Did he go? He did.
        He went!

2. You also need a capital letter for the word “I” and for names - of people, places, things (days, months, films, TV shows, song titles, etc)

   e.g.  Anne, York, France, Sunday, November, Top of the Pops

3. Initials need capital letters

   e.g.  BBC, UK, RAF, DIY

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A capital letter is a large letter that is used at the beginning of a sentence and as the first letter of certain words. The word comes from the Latin capitalis, derived from caput head.

**Use a capital letter ......**

for the pronoun I

for the first word of a sentence

for proper nouns: Patrick, Dad, the Queen, the President of the United States

for place names and the names of buildings: London, Norway, Easy Street, the Taj Mahal, Buckingham Palace, Poole Court

for the months of the year, days of the week, and special occasion days: Monday, September, Christmas, Easter, Halloween

for adjectives derived from proper nouns: English, Shakespearian, Victorian

for the major words in the title of books, plays, films, magazines, computer games, works of art: *Blood Brothers, Of Mice and Men, To Kill a Mockingbird, Modern Warfare, Call of Duty*

for personal titles that come before a name: Ms, Mr, Mrs, Dr, Reverend

for most letters in words that are acronyms: NASA, BBC, UN

for brand names: Dyson, Mars, Sony, Playstation

To find out more about capital letters visit...

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