

## Fact sheet - Level 1

# Capital Letters

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These are simple letters (also called 'lower case'):

**a b c d e f g h i j k l m n o p q r s t u v w x y z**

These are capital letters (also called 'upper case'):

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**

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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