

Fact sheet - Level 2

Capital Letters

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...

www.bbc.co.uk/skillswise/e3/words/grammar/capitalletters