ESOL – Capital letters and full stops

This companion document covers the same learning as the interactive session, but in a different way so as to be more accessible for learners with sight impairments. Because of this, it does not follow a slide structure.

Welcome

Welcome to this session on capital letters and full stops.

By the end of this session, you will be able to:

* Be able to use a full stop at the end of a sentence
* Know when to use capital letters

Capital letters

We use capital letters in different ways.

We will learn about each of these in this session:

* To start a sentence
* People and places
* Nationalities and languages
* The word ‘I’
* Days and months
* Film and book titles
* Company names and brand names

Stentences

A sentence is the name we give to a group of words. A sentence must always start with a capital letter and end with a full stop, question mark or exclamation mark.

A full stop looks like this: .

A question mark looks like this: ?

An exclamation mark looks like this: !

The first word of the sentence starts with a capital letter. The sentence ends with a full stop.

People and places

Capital letters are used for names, the titles of people, and places.

For example:

Dr Mason

The ‘d’ in for doctor is capitalised because it is a title, as is the ‘m’ for Mason as it is a surname.

Miss Robertson

The ‘m’ for miss is capitalised because it is a title, as is the ‘R’ for Robertson as it is a surname.

Iran

The ‘i’ is capitalised because it is the name of a country.

Nationalities and languages

We also use capital letters for nationalities and languages, such as the following.

Australian

‘A’ is capitalised because it is a nationality

Japanese

‘J’ is capitalised because it is a nationality

Punjabi

‘P’ is capitalised because it is a language

Arabic

‘A’ is capitalised because it is a language

The word ‘I’

We use the word ‘I’ to talk about ourselves. The word ‘I’ is always written with a capital letter.

For example:

My brother and I have blonde hair.

The word ‘I’ is capitalised.

Days and months

We use a capital letter for the days of the week. These are:

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

We also use a capital letter for the months of the year. These are:

January

February

March

April

May

June

July

August

September

October

November

December

Film and book titles

We use capital letters for the titles of films and books.

For example:

The Very Hungry Caterpillar

Each word in this is capitalised as it is the title of a book.

Company and brand names

We use capital letters for company names and brand names

For example:

Coca Cola

Google

Microsoft

Each words above are capitalised as they are company or brand names.

Test your knowledge

Which words should be capitalised in the following sentences?

1) zahair went to the shops to buy some sweets.

Answer: Zahair should be capitalised as it is a name, and because it is at the start of a sentence.

2) me and elijah know how to party

Answer: The m in me should be capitalised as it is the start of a sentence. Elijah should be capitalised as it is a name.

3) i asked rob to pass me a can of coca cola.

Answer: The I should be capitalised as it is the start of a sentence, and it is a person referring to themselves. Rob should be capitalised as it is a name. The c’s for Coca Cola should be capitalised as it is a brand name.

Let’s check your knowledge for ending sentences. What type of punctuation should be used to end each of the following questions?

1) What a shot

Answer: An exclamation mark should be used to indicate excitement or shock.

2) How many people are coming

Answer: A question mark should be used as this is a question.

3) We saw the new Batman film last night

Answer: A full stop should be used to end this sentence.

Summary

Well done. You have completed this session on capital letters and full stops.

You should now:

* Be able to use a full stop at the end of a sentence
* Know when to use capital letters

If you have any questions about anything covered in this session, please speak to your tutor for more help.