

Capital Letters

A capital letter should always be used for . . .

1: The beginning of a sentence.

e.g., Hello, my name is Ron. Nice to meet you.

2: People's names.

e.g., Mark, Susan

3: Names of places, these can be towns, cities, countries, rivers or lakes.

e.g., Bridgetown, Canberra, Australia, Murray River, Lake Eyre

4: Names of streets, roads, parks and buildings.

e.g., Smith Street, High Road, Kings Park, Sydney Opera House

5: Titles of books, plays, songs, movies, newspapers and poems.

e.g., Successful Education, Oliver Twist, Forever Young, Star Wars

6: Days of the week, special days of the year, and the months of the year.

e.g., Monday, Sunday, Christmas Day, November

7: Titles before names, book titles.

e.g., Mr. Vogel, Mrs. Willow, Dr. Best, Big Book of Quizzes

8: The names of God and other Deities.

e.g., Jesus, Yahweh, Buddha, Zeus, Apollo

9: The word 'I' is always a capital letter.

e.g., Mark and I had ice-cream. How should I know what to do?

10: Capital letters are also used at the beginning of a new paragraph and at the beginning of a new line in an address.

Don't use capitals for the points of the compass unless it is part of the name.

e.g., north, south, east, west North Pole, South America, West Sydney

Capitals are not used for the seasons of the year.

e.g., spring, summer, autumn, winter