

- *A capital letter should always be used for...*

- 1: The beginning of a sentence.
- 2: People's names.
- 3: Names of places, these can be towns, cities, countries, rivers or lakes.
- 4: Names of streets, roads, parks and buildings.
- 5: Titles of books, plays, songs, movies, newspapers and poems.
- 6: Days of the week, special days of the year, and the months of the year.
- 7: Titles (and titles) before names.
- 8: The names of God.
- 9: The word 'I' is always a capital letter.
- 10: Capital letters are always 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. (north, south, east, west - North Pole, South America). Capitals are not used for the seasons of the year. (spring, summer, autumn, winter)

- *Full stops*

Certain signs, called points, are used in sentences to mark off their different parts, and to show the relation of each part to the whole. Putting in the right points is called punctuation. Full stops are used to mark the end of a sentence.

If a sentence ends in a question mark (?) or an exclamation mark (!) you don't need a full stop. When you have used a full stop to end a sentence you must start the new sentence with a capital letter.