**Capital letters**

Remember, **capital letters** should be used for the following:

1. To begin every sentence
2. To begin every new speech (*David said angrily, “You should have taken more care.”*
3. For the personal pronoun ‘**I’**
4. For **proper nouns** - names of people *(Mr Jones, Jim Carrey)*, places *(England, Bristol)*, companies *(Nike, Tesco)*, products *(Frosties, Coke)*, titles of books and films etc *(‘The Hunger Games’)*, days of the week (*Wednesday)* and months of the year *( August).*

**Activity 1**

Rewrite the following passage inserting 35 **capital letters.**

my cousin ella was coming from hong kong to spend christmas with us in devon. as i had never met her i was really excited. her father and mother, my uncle charles and aunt anne worked for the foreign office and they were being sent to china with british airways. ella was travelling down from london on the riviera express and we were to meet her at exeter station on the friday , the day before christmas eve. on boxing day we were going to see ‘cinderella’ at the theatre royal, plymouth.

**Activity 2**

For each of the words identified as needing **capital letters** in Activity 1, give a reason why they should begin with a **capital letter.**

**Activity 3**

Unravel the mystery message by adding in the appropriate Capital Letters to the following story. The capital letters, when read in order, will spell out a secret message.

 having walked all the way from aberdeen, vince was exhausted, especially when he discovered that he had run out of water. everything always went wrong!

 “are you alright?” asked a concerned driver passing by.

 “not really,” he sighed in reply. “i've still got a long way to go and my feet are killing me!”

 “could give you a lift if you want,” suggested the driver, “Edinburgh isn’t far. don’t like seeing someone in distress.”

 at last, a bit of good luck!

 “yes please!”

**ANSWERS**

**Capital letters**

**Activity 1**

Rewrite the following passage inserting 35 **capital letters.**

My cousin Ella was coming from Hong Kong to spend Christmas with us in Devon. As I had never met her I was really excited. Her father and mother, my Uncle Charles and Aunt Anne worked for the Foreign Office and they were being sent to China with British Airways. Ella was travelling down from London on the Riviera Express and we were to meet her at Exeter station on the Friday, the day before Christmas Eve. On Boxing Day we were going to see ‘Cinderella’ at the Theatre Royal, Plymouth.

**Activity 2**

For each of the words identified as needing **capital letters** in Activity 1, give a reason why they should begin with a **capital letter.**

**Activity 3**

Unravel the mystery message by adding in the appropriate Capital Letters to the following story. The capital letters, when read in order, will spell out a secret message.

 Having walked all the way from Aberdeen, Vince was exhausted, especially when he discovered that he had run out of water. Everything always went wrong!

 “Are you alright?” asked a concerned driver passing by.

 “Not really,” he sighed in reply. “I've still got a long way to go and my feet are killing me!”

 “Could give you a lift if you want,” suggested the driver, helpfully. “Edinburgh isn’t far. Don’t like seeing someone in distress.”

 At last, a bit of good luck!

 “Yes please!”