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Capital letters

The capital letter dispatch





Grammar at a glance

When you want to...	Form to use	Worked example
Start a sentence	full stop + capital	We left. The rain stopped.
Write a particular name	common word / proper name	a river / the River Thames
Refer to yourself	always capital I	On Fridays, I help at home.
Name days and months	capital on the name	We meet on Monday in July.

SELECT A ROW TO OPEN ITS LESSON

CAPITAL LETTERS

Sentence beginnings, not every line



The printer sends “the bag is red. the box is green.” The picture supports both statements, but each needs a capital at its beginning. A line can wrap on a small screen without starting a new sentence.

Begin a new sentence with a capital letter. If a sentence wraps onto the next line, continue it normally.

USE	EXAMPLE	WHAT TO NOTICE
Find two beginnings	the bag is red. the box is green.	There are two statements, so the first word of each needs a capital.
Repair only the beginnings	The bag is red. The box is green.	Each sentence begins with The. Bag, red, box and green remain ordinary lowercase words.
Reject capitals everywhere	The Bag Is Red.	This is an ordinary sentence, not a heading. Its inside words do not need capitals just because they matter.

HOW THE PATTERN WORKS

First sentence	Second sentence	Inside words
The bag is red.	The box is green.	bag · red · box · green

Can a capital letter make an unfinished thought complete?

No. The green box is a naming group here. A capital only marks a beginning; The green box is ready adds the verb and description needed for a complete statement.

YOUR TURN

Change only the first letter: “the lamp glows.”

> Answer • The lamp glows.
> The begins the sentence.

CAPITAL LETTERS

Proper names and ordinary nouns



The record names the helpers Lily and Sam and their destination Green Park. The green box is an ordinary parcel, not a place name. A photograph can show green colour, but the written record tells us which words form the destination's name.

Give proper names capitals. Write park for the kind of place and Green Park for its particular name.

USE	EXAMPLE	WHAT TO NOTICE
Use the person's name	The helper is Lily.	Lily names this particular helper and keeps its capital inside the sentence. Helper is an ordinary noun.
Use the destination's name	We visit Green Park.	The record gives Green Park as the two-word name. Both name words begin with capitals.
Describe an ordinary object	We carry the green box.	Green describes colour and box names a kind of object. Neither is a proper name here.

HOW THE PATTERN WORKS

People's names	Recorded destination name	Ordinary description
Lily · Sam	Green Park	the green box

Should every noun have a capital because it names something?

No. Ordinary nouns such as box and helper usually stay lowercase inside sentences. Specific names such as Lily and Green Park require capitals wherever they occur.

YOUR TURN

The person's name is Noor. Correct only capitals: "The visitor is noor."

> Answer • The visitor is Noor.
> Noor is the name.

CAPITAL LETTERS

The pronoun I wherever it appears



Lily writes a message about the delivery: “Sam and i carry the box.” I refers to Lily because she is the speaker. English writes this pronoun with a capital even inside a sentence. It does not turn every letter i inside other words into a capital.

Write the pronoun I with a capital wherever it appears in a sentence.

USE	EXAMPLE	WHAT TO NOTICE
At the beginning	I carry the bag.	I is capital. It is both the pronoun for the speaker and the first word here.
Inside the sentence	Sam and I carry the box.	I still needs a capital away from the beginning. The pronoun’s own rule explains it.
Not every letter i	Sam carries it.	The i in carries and the i in it are not the pronoun I. Apply the rule to the word, not every letter.

HOW THE PATTERN WORKS

Speaker in this chapter	At the beginning	Inside a sentence
Lily	I carry the bag.	Sam and I carry the box.

Do all pronouns need capitals wherever they appear?

No. English gives I this special treatment. In Today we help, we stays lowercase. At a sentence beginning, We has a capital because it starts that sentence.

YOUR TURN

Correct only capitals: “Ava and i wait.”

Answer • Ava and I wait.

I keeps its capital inside the sentence.

CAPITAL LETTERS

Days, months and mixed editing



The dispatch record names Lily and Sam, Green Park, Tuesday and June. These are supplied facts, not clues hidden in the image. The printer has mixed missing and unnecessary capitals.

Capitalise days, months and names. Ordinary words in the middle of a sentence usually keep their small letters.

USE	EXAMPLE	WHAT TO NOTICE
A named day and month	We deliver on Tuesday in June.	Tuesday and June are names of a day and a month. They keep capitals inside the sentence.
An ordinary time word	We deliver tomorrow morning.	Tomorrow and morning are ordinary inside time words here. They are not named days or months.
A mixed message	On Tuesday, Sam and I visit Green Park.	On begins the sentence; Tuesday names a day; Sam and Green Park are names; I is the speaker pronoun.

HOW THE PATTERN WORKS

Name record	Schedule record	Ordinary time words	Speaker pronoun
Lily · Sam · Green Park	Tuesday · June	tomorrow · morning · summer	I

Should every word about time have a capital?

No. Tuesday and June are names; tomorrow, morning and summer are ordinary words in these uses. If Tomorrow starts a sentence it gets a capital for the beginning, not for being a time word.

YOUR TURN

Correct only capitals: “We meet on friday in march.”

Answer • We meet on Friday in March.

Friday and March are day and month names.

ONE LAST CHALLENGE

Can this note go on the door?

Correct the capitals in this notice. “on monday, tara and i will visit green park.” Green Park is the park’s name.



A POSSIBLE ANSWER

On Monday, Tara and I will visit Green Park.

Check the first word, the day, the names and the pronoun I.

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