

# Capital Letters



Always begin a sentence with a capital letter.



Always use a capital letter for the pronoun 'I'.



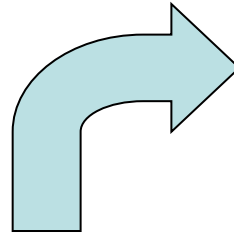
All proper nouns need capital letters (names, places and people).



Use a capital for the first word, and all key words in titles.

# Full Stops.

A sentence makes complete sense. It begins with a capital letter and it ends with a full stop.



The victim was found lying on the floor with a bullet in his chest, a knife sticking out of his back and a tight rope pulled around his throat. The police suspect foul play.

The victim was found lying on the floor with a bullet in his chest. A knife sticking out of his back. And a tight rope pulled around his throat. The police suspect foul play.

What's wrong with this?

# Question Marks

The main function of a question mark is to indicate a question or query.

1. Use a question mark at the end of all direct questions:

- What is your name?
- How much money did you transfer?

2. Use a question mark after a tag question:

- You're French, aren't you?
- He should go and see a doctor, shouldn't he?

3. Don't forget to use a question mark at the end of a sentence that really is a direct question:

- How else would I get there, after all?
- What if I said to you, "I don't love you any more"?



# Question Marks



4. In very **informal** writing (personal letter or email), people sometimes use a question mark to turn a statement into a question:
  - See you at 9pm?
  
5. Do **not** use a question mark after an indirect or reported question:
  - The teacher asked them what their names were. (*What are your names?*)
  - I'm wondering if she's coming. (*Is she coming?*)
  
6. Many polite requests or instructions are made in the form of a question. But because they are not really questions, they do **not** require an answer and therefore do not need a question mark:
  - Could you please send me your catalogue.
  - Would all first-class and business-class passengers now start boarding.

# Exclamation Marks

The **exclamation mark** is used at the end of a sentence or a short phrase which expresses very strong feeling. Here are some examples:

- What a lovely view you have here!
- That's fantastic!
- Johnny, don't touch that!
- Help!



# Exclamation Marks



An exclamation mark is also usual after an exclamation beginning with *what* or *how*.

- What fools people can be!
- How well Marshall bowled yesterday!

Note that such sentences are exclamations, and not statements. Compare them with statements:

- People can be such fools.
- Marshall bowled very well yesterday.

You can also use an exclamation mark to show that a statement is very surprising:

- After months of careful work, the scientists finally opened the tomb. It was empty!

Write out these sentences correctly using the right punctuation and capital letters:

1. we asked our teacher whether king arthur had been a real king
2. is the pacific ocean the largest ocean in the world
3. the world's first underground railway was the metropolitan railway, which was opened in london in 1863
4. on easter day in 1722, a dutch admiral called jacob roggeveen landed on a grass-covered island in the south pacific he named it easter island
5. help

Write out these sentences correctly using the right punctuation and capital letters:

6. my eldest brother is studying economics at the university of essex when i leave school, i'm going to be a hairdresser
7. she turned round and asked, "do you know which judge is trying the case is it judge henson"
8. "have you met professor oshima he's a very famous professor from tokyo"
9. my french pen-friend is arriving at heathrow airport on monday 21<sup>st</sup> june
10. watch out



# Were you right?

1. We asked our teacher whether King Arthur had been a real king.
2. Is the Pacific Ocean the largest ocean in the world?
3. The world's first underground railway was the Metropolitan railway, which was opened in London in 1863.
4. On Easter day in 1722, a Dutch admiral called Jacob Roggeveen landed on a grass-covered island in the south pacific. He named it Easter Island.
5. Help!

## Were you right?

6. My eldest brother is studying economics at the University of Essex. When I leave school, I'm going to be a hairdresser.
7. She turned round and asked, "Do you know which judge is trying the case? Is it Judge Henson?"
8. "Have you met Professor Oshima? He's a very famous professor from Tokyo."
9. My French pen-friend is arriving at Heathrow airport on Monday 21<sup>st</sup> June.
10. Watch out!

Circle the 10 letters that should be written as capital letters...

We had arranged to meet at 11 o'clock in west street, outside primark. I'd not seen stephanie for years and years until we bumped into each other, purely by chance, at easter. We had been at school together and had been 'best friends'. I can see her now in the red and grey uniform of st brendan's. Then I moved from norfolk and we lost touch. I was amazed to hear that, like me, she was now working for british telecom. It would be wonderful catching up with all her news.

# Did you get them all?

We had arranged to meet at 11 o'clock in **W**est **S**treet, outside **P**rimark. I'd not seen **S**tephanie for years and years until we bumped into each other, purely by chance, at **E**aster. We had been at school together and had been 'best friends'. I can see her now in the red and grey uniform of **S**t **B**rendan's. Then I moved from **N**orfolk and we lost touch. I was amazed to hear that, like me, she was now working for **B**ritish **T**elecom. It would be wonderful catching up with all her news.

Separate out the following sentences using capital letters accurately and the right punctuation.

1. the bees are on strike they want shorter flowers and more honey
2. always borrow money from a pessimist the poor chap doesn't expect to be paid back
3. there are three ways to get a job done you can do the job yourself, or pay someone to do the job for you the third way is to tell your children that they must not do it
4. the ark was being tossed about by a violent storm noah said to his wife, 'this time, i fear the worst the two rats have just left the ship'



# Check your answers:

1. The bees are on strike. They want shorter flowers and more honey!
2. Always borrow money from a pessimist. The poor chap doesn't expect to be paid back!
3. There are three ways to get a job done. You can do the job yourself, or pay someone to do the job for you. The third way is to tell your children that they must not do it!
4. The Ark was being tossed about by a violent storm. Noah said to his wife, 'This time, I fear the worst. The two rats have just left the ship!'

Write out the following correctly,  
separating the items into sentences:

A friend of mine, who wears a glass eye owing to a wartime injury, recently had to give a lecture as part of an army training course whilst speaking he rubbed the glass eye, which fell out and dropped onto the floor he pocketed it casually and finished his lecture later, he read his instructor's report: 'Good lecturer, but inclined to let his eye wander'

# Checking your paragraph:

A friend of mine, who wears a glass eye owing to a wartime injury, recently had to give a lecture as part of an army training course. Whilst speaking he rubbed the glass eye, which fell out and dropped onto the floor. He pocketed it casually and finished his lecture. Later, he read his instructor's report: 'Good lecturer, but inclined to let his eye wander!'