



Using capital letters

These are **simple letters** (also called 'lower case'):

a b c d e f g h i j k l m n o p q r s t u v w x y z

These are **capital letters** (also called 'upper case'):

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Every sentence starts with a capital letter. There should always be a capital letter after a full stop, question mark or exclamation mark. For example:

Nick went to the shops. He came back with a bag of fruit.
Did he go? He did. He went!

A capital letter should always be used for the word 'I' and for names of people, places and things (eg days, months, films, TV shows, song titles, etc). For example:

Anne, York, France, Sunday, November

Initials need capital letters. For example:

BBC, UK, RAF, DIY