

# Capital Letters: Top Tips

## 1. Beginning sentences and direct speech

**Example:** I expect students to submit their assignments on time.

**Example:** Linda said, "Hurry up and get your outfit for the wedding!"

**Note** - Do not follow a comma, semi-colon or colon with a capital letter, but do follow a question mark, an exclamation mark or a full stop with a capital letter.

## 2. First person (I)

**Example:** In September 2011, I will be studying at Edge Hill University.

## 3. Days, months and religious/political days

**Example:** Wednesday, 31st May. Diwali, May Day

**Note** - The seasons: spring, summer, autumn and winter, do **not** need a capital letter.

## 4. Towns, counties, cities, countries, languages

**Example:** Skelmersdale, Lancashire, Liverpool, Scotland, Urdu

However, when something does not necessarily come from a place but is named after it, it **does not** need a capital letter. **Example:** french windows, danish pastries, russian salad

## 5. Titles (roles, organisations/institutions)

**Example:** I have arranged an interview with the Managing Director.

**Example:** I have written a letter to the Government.

**Example:** We have arranged a visit to Parliament.

**Note** - You **do not** need capital letters when the title **does** not refer to a specific person, organisation or institution.

**Example:** Do they have a parliament in that country? What form of government do they have?

### 6. Names (proper nouns) and titles

Example: Arctic **M**onkeys, **B**erlin **W**all, **T**udor, **F**irst **W**orld **W**ar

**Note** - The short linking words in titles **do not** need capitals.

Example: Lord of the Rings

**Note** - Students sometimes place capital letters at random in sentences and lose marks for this.

Example: The People of Liverpool are lucky to have a Wonderful Waterfront, with magnificent listed Buildings. (This is **w**rong because only the noun, Liverpool needs a capital letter here.)