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 Monkeys, Berlin Wall, Tudor, First World War

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 wrong because only the noun, Liverpool needs a capital letter here.)