

# Capital letters: top tips

## 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.

## First person (I)

Example: In September 2019, I will be studying at Edge Hill University.

## 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.

## 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

## 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?

## Names (proper nouns) and titles

Example: Arctic **M**onkeys, Berlin **W**all, Tudor, First **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 **wrong** because only the noun, Liverpool needs a capital letter here.)