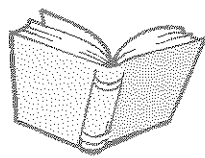


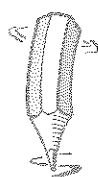
Other uses of capital letters



Capital letters start a sentence and have other uses as well.

For example:

- at the **start of names** of **people and places** (Jack, Ahmed, Spain)
- for the **days of the week** and **months** of the year (Monday, July)
- for **titles of people** and organisations (Mrs, Sir, Football Association)
- for the **titles** of films, books, television programmes (The Last Vampire)
- to make words **stand out** (NO ENTRY).



1. Complete these sentences using **capital letters** in the right places.

My name is _____. I live in _____.

My birthday is on _____. My teacher is _____.

My favourite TV programme is _____.



2. In the sentences below, the writers have forgotten to use **capital letters**. Can you show where they should go? The first one has been done for you.

a) ^Turn right into ^Cedar ^Road and walk as far as ^St ^George's ^School.

b) cross over the road and look for spendless supermarket.

c) turn left into northgate street. Steadwell station is in front of you.

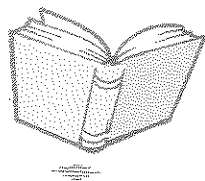
3.

the author philip ridley was born in london. as well as being an author he is also an artist. he studied painting at st martin's school of art. some of his most famous books are meteorite spoon, krindlekrax and mercedes ice.

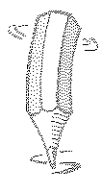
Did you know...

The capital letters that we use today are a very similar shape to the ancient Latin letters used 2000 years ago. In ancient times they did not have the small letters that we use today. Lower case, or small letters, only developed later to speed up writing. For example, people found it quicker to write 'b' than 'B'. Soon most writing was done in lower case, with the capital letters kept for important words.

Proof Reading Test 1 – Sentence Punctuation



You should always read through your writing to check for any mistakes – this is called **proof reading**. Always check that you have used **sentence punctuation** correctly. That means checking for **full stops, capital letters, question marks** and **exclamation marks**. Read aloud in your head so you hear where the sentences start and end.



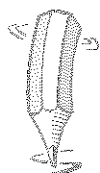
1. Proof read this letter and put in the missing **sentence punctuation**.

Dear janie

Thank you for the birthday card I was sorry to hear about your cold are you feeling better now

You missed a great party shall I tell you about it we had a disco in the back garden

Everyone joined in with the dancing on the grass the funniest moment was when ben fell in the pond it was hilarious



2. Now proof read this advert for a new breakfast cereal.

Are you fed up with the same boring breakfast cereal then try new frosty fruity flakes

You will simply love these golden flakes of crunchy corn they come packed with the flavour of real fruit

It's the fruit with a crunch

Did you know...



The term *proof reading* comes from printing, where the first rough copy is called the *proof*. It was only when the printing press was invented in the fifteenth century that people realised they needed a fixed set of punctuation marks. Before then, everyone made up their own marks! Printers invented most of the punctuation marks we use today. It took them nearly 200 years to agree which ones to use.