

Capital Letters and Punctuation

- Use capital letters and full stops in simple sentences
- Use question marks and exclamation marks
- Use commas to separate items in a list

Using Capital Letters and Full Stops

The word at the beginning of a sentence always starts with a **capital letter**.

Example

- All sentences start with a capital letter. ✓
- all sentences start with a capital letter. ✗

Capital letters are used for names of people and places, for days of the week and months of the year.

Example

- Lions are from Africa.
- That parrot is an African Grey.
- Today is Wednesday.
- My birthday is in January.

A capital letter is used for the word 'I'.

Example

- I am 7 years old.
- Tom and I played football.

A **full stop** (.) is used to end most sentences.

Example

- Sentences end with a full stop. ✓
- Sentences end with a full stop ✗

Key Point

Names of people, days of the week and places start with a capital letter.



Key Point

A capital letter starts a sentence and a full stop ends most sentences.