

When to Use Capital Letters

This is not nearly as complicated as you might think...

1

Use a capital letter to **begin a sentence**, after a full stop.

See what I mean? Use a capital letter at the beginning of every sentence, whether it ends with a full stop, a question mark, or whatever. (But not after a colon or semi colon.)

2

Use a capital letter at the **beginning of the name** of

- a **person** - Sam Brown,
- or a **town** - Southampton,
- or a **country** - France,
- or a **book** - Of Mice And Men.

In fact, **the name of anything specific**.

For example, Chester Police Station, but not the police station.

3

The only other time you might want to use capital letters is to **show something important or dramatic**.

For example, HELP ME!

Or, if you want to show that someone is **shouting**, "I DON'T CARE!"