**Use capital letters correctly**

**10 occasions when it’s correct to use a capital letter**

1. **Use a capital letter for the personal pronoun 'I':**

What can I say?

2. **Use a capital letter to begin a sentence or to begin speech:**

The man arrived. He sat down.

Suddenly Mary asked, "Are you hungry?"

3. **Use capital letters for many abbreviations and acronyms:**

G.M.T. or GMT (Greenwich Mean Time)

N.A.T.O. or NATO (North Atlantic Treaty Organization)

4**. Use a capital letter for days of the week, months of the year, holidays:**

Monday, Tuesday

January, February

Christmas

Good Friday, Easter Sunday

5. **Use a capital letter for countries, languages & nationalities, religions:**

China, France

Japanese, English

Christianity, Buddhism

6. **Use a capital letter for people's names and titles:**

Anthony, Shakira

Professor Jones, Dr Smith

Captain Kirk, King Henry VIII

7. **Use a capital letter for trademarks and names of companies and other organisations**:

Pepsi Cola, Kellogg’s

Microsoft Corporation, Toyota

the United Nations, the Red Cross

8**. Use a capital letter for places and monuments:**

London, Paris

the Eiffel Tower, St Paul's Cathedral, Buckingham Palace, the White House

Oxford Street, Fifth Avenue

Jupiter, Mars, Sirius

Asia, the Middle East, the North Pole

9. **Use a capital letter for names of vehicles i.e. ships, trains and spacecraft:**

the Titanic

the Orient Express, the Flying Scotsman

Challenger 2, the Enterprise

10. **Use a capital letter for titles of books, poems, songs, plays, films etc.:**

•War and Peace, Leo Tolstoy

•Like a Virgin, Madonna

•The Taming of the Shrew, William Shakespeare

•The Lion King