**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