

When to Use a Capital Letter

At the Beginning of a Sentence

The first word of a new sentence after a full stop, exclamation mark or question mark, always starts with a capital letter.

Should a capital letter be used to start a sentence? The answer is definitely yes.

For Proper Nouns

Proper nouns name specific people, places, things or ideas:

William Australia
British London

Sometimes, they contain two or more words:



Remember: only use a capital letter to refer to a specific name. A general word (a common noun) is not capitalised.

The University of Oxford compared with
I visited Oxford to see the university.



For Abbreviations and Acronyms

Abbreviations are a short way of writing long words. Some use capitals, but not all.

USA (United States of America)
RSPCA (Royal Society for the Prevention of Cruelty to Animals)
ASAP (as soon as possible)

Acronyms are words that are made from the first letter of many other words, but pronounced as they are spelt. They are usually written with capital letters.



SIM card (Subscriber Identity Module)

In Direct Speech

The first word of a direct quotation is always capitalised when it is a whole sentence.

She exclaimed, "Wow, what a surprise!"



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For the Days of the Week and the Months of the Year

These are also proper nouns and must start with a capital letter.

Saturday October

However, the seasons do not need capitalisation.

summer winter



TOP TIPS

Also capitalise the pronoun 'I', festivals, holidays, historical periods, languages, Roman numerals, brand names and the first letter of the important words in a title.