

Capital Letters

Every single sentence contains at least one capital letter.

They are used:

- At the beginning of a sentence
- For proper nouns. These are the names of particular people, places or things: **England, David, Paris** and words derived from these, *e.g. English*
- The pronoun 'I' and any abbreviations involving I: **I'm, I'll**
- Days of the week and months of the year
- The names of specific events : **World Cup, Yorkshire Day, Christmas**
- Titles: **Mr, Mrs, Dr**

Full Stops

Full stops are really easy to use.

A full stop shows the end of a sentence.

Put a full stop at the **end of every sentence** (unless you are using **?** or **!**).

Comma Splice

A comma splice is the most common way a comma is misused.

A comma splice is where a comma is used incorrectly to join two independent sentences:

She makes an amazing apple crumble, I love it.

You could use a full stop, a colon or semi colon or a connective to show the link between these two sentences but NOT a comma.



TASK: Fill in the capital letters, full stops and get rid of the unnecessary comma splice.



My name is beatrix there aren't many famous people called beatrix, but the netherlands used to be ruled by queen beatrix, her reign lasted for over thirty years, until she abdicated in april 2013

beatrix is also the name of a famous writer that i love called beatrix potter! She was an english author who wrote about animals and the countryside her most famous character is called peter rabbit

TASK ANSWERS

Fill in the capital letters, full stops and get rid of the unnecessary comma splice.

My name is **B**eatrix. **T**here aren't many famous people called **B**eatrix, but the **N**etherlands used to be ruled **Q**ueen **B**eatrix. **H**er reign lasted for over thirty years, until she abdicated in **A**pril 2013.

Beatrix is also the name of a famous writer that I love called **B**eatrix **P**otter! She was an **E**nglish author who wrote about animals and the countryside. **H**er most famous character is called **P**eter **R**abbit.