

“Ev-ery tiny step for-ward will help me to a-chieve my goal to read well”

Cap-i-tal Let-ters - When to Use Them

Start sen-ten-ces and names with cap-i-tals, but al-so use them for.....



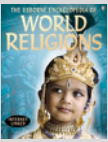
Armed Forces

Where a name is included - Australian Army, Italian Navy, Captain Jones, Corporal Brown



The Calendar

Monday, March, May Day, St Patrick's Day



Religion

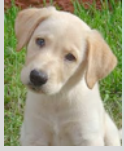
God, Mohammed, Buddha, Bible, Koran, Christian, Moslem, Arch Bishop of Canterbury, Mother Teresa, Allah



Diplomats - Korean embassy (note the small 'e' for embassy), Ambassador Dan Mill



The Word - 'I' I can read. I'm special.



Animal Breeds

Only where a place name is included – Labrador, Scottish terrier, Shetland pony, Persian cat



Plants

But only the scientific names – Ficus pulmilia. The common name 'creeping fig' has no capitals.



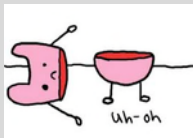
Geographical

Northern Hemisphere, British Commonwealth, India, Asia, Africa



Astronomy

Jupiter, Halley's Comet, Saturn, Mars



Exclamations

Gosh!, Ahrrrgh! Uh oh! Opps! Stop! Yippee!



Historical Names

Middle Ages, Victorian, Jurassic Period



Government

Only for abbreviated terms such as MP, Hon Member



Local Government

Bendigo City Council, Lord Mayor Alan Henderson



Our Rulers Titles

Labour party, Democrats, Republicans, Secretary of state



Royalty – The Queen, Duke of Cambridge, Princess Anne, Prince Harry



Titles

Lady Liz Dunoon, Master Bill Brown, Sir Elton John, Mr, Mrs, Ms, Miss, Master



Scouts

Scouts, Guides, Cubs.



Trade Names Trade Marks

Hungry Jacks, Porche, Coco Cola, Apple Computers