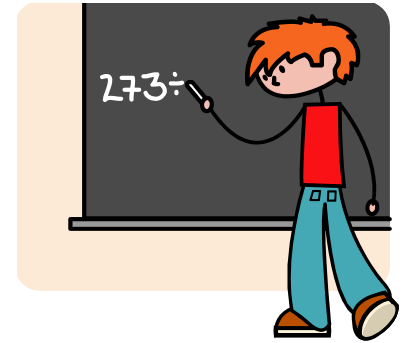


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Key Skills

**CAPITAL
LETTERS**

Capital Letters



Objectives:

- **Reading:** To understand why authors use capital letters.
- **Writing:** To learn how to use capital letters for a range of purposes.

When do we use capital letters?

Capital letters are used for a number of reasons:

1. The first letter of the first word of a sentence.
2. A proper noun.
3. The first spoken word in direct speech.
4. The word 'I'.

For example:

***I** was a cold **D**ecember morning when **I** heard the cry of "**H**elp!" coming from the woodshed.*



Can you give reasons why capital letters are used here?

Initials and Acronyms

Capital letters are also used for initials and acronyms.

I know what initials are but what's an acronym?



An **acronym** is a word formed from the initials or other parts of several words such as ASDA (Associated Dairies) or NATO (North Atlantic Treaty Organisation)

Initials and Acronyms

How many initials and acronyms do you know?

In pairs, spend five minutes thinking of as many as you can and feed back your thoughts to the class.

Can you think of more than 10?

Here's a few clues to help you get started...



Initials and Acronyms

How many initials and acronyms did you get?



NASA



NATWEST



OXFAM



INTERNET

NASA stands for **N**ational **A**eronautics and **S**pace **A**dministration

NATWEST stands for **N**ational **W**estminster Bank

OXFAM stands for **O**xford Committee for **F**amine Relief

INTERNET stands for **I**nternational **N**etwork

A Capital Idea

Rewrite this passage inserting capital letters.

my friend jack is flying over from the u.s.a to spend christmas with us in scotland. i haven't seen him since i was seven so we've got lots of catching up to do. his parents jane and tom are staying with my auntie mary who lives in glasgow but jack is allowed to stay at our house, 63 cranberry road. we have arranged to collect them from the airport at eleven a.m on wednesday morning, that's in two days time.

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Rewrite this passage inserting **capital letters**.

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