



## Capital letters

What is a capital letter and when do I use one?

### Rules:

1

All sentences begin with a capital letter, even sentences that only consist of one word.

2

The proper name, the name of a specific person or thing, begins with a capital letter.

3

Titles of books, songs, stories, works of art, magazine articles, tests, and other written materials must begin with a capital letter. Every other important word of the title must also begin with a capital letter. Words that do not need a capital letter unless they are the first word of the title are *a, an, and, of, to, the*, etc.

4

The letter I, when used as a pronoun referring to yourself, must always be written as a capital letter. Titles of people when used with their names or in place of their names must begin with a capital letter. For example, My favorite queen is Queen Elizabeth of England.

5

The first word of a direct quotation must begin with a capital letter. For example, "Who's been sleeping in my bed?" Daddy Bear cried.

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