

ELEMENTARY UNIT 1

capital letters

speakout WRITING TIP

In English we use capital letters for:

- the first word in a sentence – *My brother is a doctor*
- the days of the week – *Wednesday*
- months of the year – *July*
- names of people and places – *Mary Jones, the Louvre*
- countries and cities – *France, Rome*
- languages and nationalities – *Spanish*
- the word *I* – *I am from London*

- 1A** Complete the sentences with the words in the box. Use capital letters in the correct way.

thursday is sarah french spain
i eiffel tower may

- The capital of _____ is Madrid.
- _____ this your camera?
- My birthday is in _____.
- Marc and Albert are _____.
- I play tennis every _____.
- My favourite food is sushi. _____ love it.
- The _____ is in Paris.
- Susan and _____ are sisters.

- B** Decide which of these words need capital letters.

- laptop
- london
- japan
- student
- italian
- spaghetti
- camera
- passport

- 2** Rewrite the sentences using capital letters in the correct way.

- she is from manchester.
- mark isn't french.
- are you sophie's brother?
- berlin is the capital of germany.
- burgers are very popular in the USA.
- is sally at home on wednesday?
- it is very cold in january.
- peter and i are from edinburgh.

- 3** Read the 'About you' section of a student enrolment form. Rewrite it using capital letters in the correct way.

About you: my name is letizia. i'm from lugano in switzerland. i speak italian, german and french. i'm a student in bern, the capital of switzerland. i study english on mondays and wednesdays.



- 4** Complete the student enrolment form with your information. Use capital letters where needed.

Name:	
Surname:	
Place of birth (country and city):	
Nationality:	
Languages you speak:	
Address:	
Email:	
Phone number:	
About you:	

Plan your writing

- Think about the information you need to put on the form. Use the 'About you' text in exercise 3 to help you.

Writing plan

- Complete the first part of the form.
- Write a paragraph about yourself.

Check your writing

- Did you use capital letters? Did you check your grammar and spelling?
- Did you find any mistakes?