

## 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

- 1 The capital of \_\_\_\_\_ is Madrid.
- 2 \_\_\_\_\_ this your camera?
- 3 My birthday is in \_\_\_\_\_.
- 4 Marc and Albert are \_\_\_\_\_.
- 5 I play tennis every \_\_\_\_\_.
- 6 My favourite food is sushi. \_\_\_\_\_ love it.
- 7 The \_\_\_\_\_ is in Paris.
- 8 Susan and \_\_\_\_\_ are sisters.

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

1 laptop	5 italian
2 london	6 spaghetti
3 japan	7 camera
4 student	8 passport

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

1 she is from manchester.

2 mark isn't French.

3 are you sophie's brother?

4 berlin is the capital of germany.

5 burgers are very popular in the USA.

6 is sally at home on wednesday?

7 it is very cold in january.

8 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:	<input type="text"/>
Surname:	<input type="text"/>
Place of birth (country and city):	<input type="text"/>
Nationality:	<input type="text"/>
Languages you speak:	<input type="text"/>
Address:	<input type="text"/>
Email:	<input type="text"/>
Phone number:	<input type="text"/>
About you:	<input type="text"/>

## 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?