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:	
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?

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