# Writing

## 1 COMPLETING A FORM

**Capital letters**

In English these words start with a CAPITAL letter.

- names and surnames *Melissa Rogers*
- continents, countries, nationalities, and languages *Europe, France, French*
- towns and cities *New York*
- days of the week *Monday*
- the first word in a sentence *Her father is from Milan.*
- the pronoun *I* *She's Russian and I'm Mexican.*

a Read the information box.

b Complete the online form with your information.

**VISIT AND SHORT STAY (VISAF2)**
**Visa application form** for a visitor or student

**About you**

First name | Surname (Family name)

Mr / Mrs / Ms | Date of birth D D M M Y Y Y Y

Gender ☐ male ☐ female

Marital status

☐ married ☐ single ☐ divorced ☐ separated

Nationality

Place of birth: country | town / city

Contact details Home address and postcode

Email address

Phone number:

home (landline) | mobile

Passport / Identity card number



c Write this paragraph again with CAPITAL letters where necessary.

my name's marek. i'm from gdansk in poland, and i speak polish, german, and a little english. my teacher is american. her name's kate. my english classes are on tuesdays and thursdays.



LIVEWORKSHEETS