

When do I use capital letters?

1 Tick the correct sentence in each pair.

- 1 a She explained that Thai food often requires a lot of ingredients.
b She explained that thai food often requires a lot of ingredients.
- 2 a Sixty percent of students enrolled at the university are male.
b Sixty percent of students enrolled at the University are male.

Capital letters are always used for nouns in the following groups:

- countries: *Germany, the United States, Britain, the Czech Republic*, etc.
- towns, cities, states and regions: *Tokyo, Paris, Texas, New South Wales*, etc.
- nationalities, ethnic groups and religions – referring to people, languages or things from a country, region or culture:

*Can you speak **Chinese**?*

*You can hear he's **South African** from his accent.*

*a **Buddhist** temple*

*I'd like to learn more about **Asian** culture.*

- months and days of the week: *October, 9th April, Tuesday, Sunday*, etc.

★ Capital letters are not used for the seasons: *spring, summer, autumn, winter*

- names of organisations and institutions: *the United Nations, the National Museum*

Where a word like *museum, university, station* or *hospital* is part of the name of an institution, it has a capital letter: *Harvard University, Karachi Station, Rome Airport*

However, when these words are not part of a name, they do not have a capital letter: *They built a new 100-bed **hospital** in the provincial capital.*

*He first joined the **company** in 2003.*

★ Also remember: *the Earth* (but not ~~the World~~), *the Third World/a Third World country*, *AIDS*, *CD/DVD* (plural *CDs/DVDs*).

2 Correct the mistake below.



I'm arriving at
Heathrow airport
on 12th January
at 5.30 in the
morning.



I'm arriving at

3 Add the correct punctuation, including capital letters, in the sentences below.

- 1 visitors to china should remember not to give a clock as a present
- 2 these customs are common in muslim countries such as saudi arabia
- 3 she started work for microsoft in july 2005
- 4 i went to university in geneva in switzerland
- 5 we took a taxi from york station to the royal york hotel in the city centre
- 6 this is a photo of me on wall street when we visited new york last summer
- 7 the red cross works throughout the world not just in third world countries
- 8 she hopes to compete for france in the european championships in august