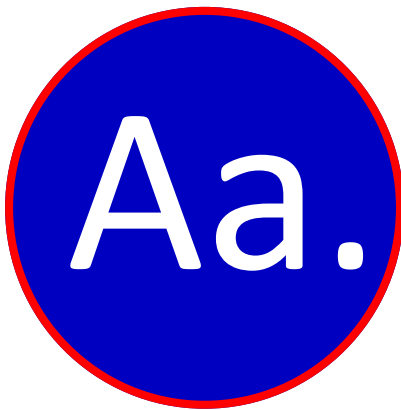


Literacy at Deyes High School

September 2012



Full Stops and Capital Letters



- All sentences must begin with a capital letter.
- Capital letters are also used for proper nouns such as the name of a person or place.
- The first person pronoun 'I' must always be a capital letter.
- Full stops must mark the end of a sentence.
- Aim to end a sentence when you have expressed a complete idea.

Common mistakes

- Forgetting to use the capital letters for names or 'I'.
- Beginning a sentence with a lowercase letter.
- Forgetting to use full stops at the end of a sentence.

Targets

- Think or talk about your writing first, so you are less likely to rush and miss out capital letters and full stops.
- Proof-read everything you write so you can add any missed capital letters and full stops.
- Try reading what you have written out loud, as you will find that you naturally pause where full stops should go.

Example

The chef made a cake. It would be the centrepiece at Fred's party.