KA-Consultants Ltd.
Do you have the drive to learn?
QuickFix
ENGLISH REFERENCE SHEET

BEGINNERS · BG43 · ENTRY 1

Capital Letters and Full Stops

Use capital letters and full stops, and check your own writing.

Supports Adult ESOL and Functional Skills English · Entry 1

In this sheet you will

- use capital letters for sentences, I, names, places and days
- end a sentence with a full stop
- check your sentences: capitals, full stops, missing words and spelling

Next sheet: BG44 Putting Words in Order: Sentences and Questions

About this series

Free, practical English worksheets for adult learners, in class or at home. Practise speaking, listening, reading and writing through everyday situations.

Our philosophy

We help you understand, practise and grow in confidence.

Find more sheets for beginners

Scan the QR code, or go to **www.ka-consultants.com/quickfix** and choose Beginners.

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LEARN When do we use a capital letter?

1	**the start of a sentence**	**M**y bag is red.
2	**I**	Sana and **I** are friends.
3	**names of people**	**S**ana **M**r **B**rown
4	**places**	**M**anchester **P**akistan **O**ak **R**oad
5	**days and months**	**M**onday **J**une
6	**languages and nationalities**	**E**nglish **P**akistani

End a sentence with a full stop .

My name is Ali. I live in Leeds.

Check your writing:

☐ a capital letter at the start ☐ a capital for I and for names

☐ a full stop at the end ☐ no missing words ☐ spelling

LISTEN Listen. Write the sentences. Then check them.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG43.*

1. _____
2. _____
3. _____
4. _____

SAY IT Listen and repeat. Then practise with a partner.

Joseph What's your name?
Ama My name is Ama Mensah.
Joseph How do you spell it?
Ama **Capital A**, M, A. **Capital M**, E, N, S, A, H.
Joseph Thank you.

Sound focus: Say **capital** before the first letter of a name. Stop at a full stop.

Your turn. Say a sentence about you: your name, your town or your class day. Your partner writes it. Check the capital letters and full stop together. Change roles.

READ Read on your own first. Then answer.

My name is Hassan Ali.
I live in Oldham with my wife, Nadia.
I am from Pakistan.
I go to English classes on Tuesday and Thursday.
My teacher is Mrs Green.
In July, we go to Blackpool.

1. **This text is** ☐ a description of a person ☐ a menu ☐ a sign
2. **Why does Oldham have a capital letter? It is** ☐ a place ☐ a day ☐ a month
3. Find two days and one month. _____ _____ _____
4. Find and write two names of people. _____ _____
5. **True or false? Tick.**

	True	False
a) Hassan lives in Oldham.	☐	☐
b) His classes are on Monday.	☐	☐
c) His teacher is Mrs Green.	☐	☐

PRACTISE 1. Write the sentences again. Add capital letters and full stops.

a) *my name is li na*

_____

b) *i live in bolton*

_____

c) *the class is on monday*

_____

2. Find the mistakes. Write the note again correctly.

dear ms patel
i can't come to class on friday. i have a dentist appointment
ama

_____

_____

_____

USE IT Write three sentences about you. Check them.

Your name, your town and your class day. Use the checklist on page 2. Made-up details are fine.

1. _____
2. _____
3. _____

I CAN Tick Yes or Not yet.

I can use capital letters correctly.	Yes	Not yet
I can end a sentence with a full stop.	Yes	Not yet
I can check my own sentences.	Yes	Not yet