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

BEGINNERS · BG13 · PRE-ENTRY

Capital and Small Letters

Know A and a. Use capital letters.

Supports Adult ESOL · Pre-entry

In this sheet you will

- match capital and small letters
- use a capital letter for names and places
- write I with a capital letter

Next sheet: BG14 CVC Words

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.

Free for educational use. Teachers may print and share this worksheet unchanged with learners. Please keep the Keystone attribution and share the link to the original resource.

Updated November 2026

LEARN Capital letters and small letters

A	B	C	D	E	F	G	H	I	J	K	L	M
a	b	c	d	e	f	g	h	i	j	k	l	m
N	O	P	Q	R	S	T	U	V	W	X	Y	Z
n	o	p	q	r	s	t	u	v	w	x	y	z

capital letter A *small letter a*

Use a capital letter for:



a name
Saima Khan



a town
Manchester

a country: **Pakistan**
I: **I am here.**
a sentence: **My name is Ali.**

LISTEN Listen. Write the capital and the small letter.

Teacher: *the script is in the teacher area. Audio: Quick Fix Listening, BG13.*

Example: **B b**

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

4. _____ _____ 5. _____ _____ 6. _____ _____

SAY IT Listen and repeat. Then ask your partner.

A Is this a capital letter? **B**
B Yes. It is a **capital B**.
A Is this a capital letter? **d**
B No. It is a **small d**.

Your turn. Point to a letter on page 2. Ask your partner. Change roles. **Is this a capital letter?**

READ Read. Circle the capital letters.

My name is Asma.
I live in Leeds.
I am from Pakistan.
My teacher is Mrs Jones.

1. **How many capital letters are in the blue box? Circle.**
   6 9 12
2. **Where does Asma live?**
   She lives in _____.
3. **Where is Asma from?**
   She is from _____.

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PRACTISE 1. Match. Draw a line. Write each pair.

A	G	R	D	H
d	h	a	r	g
_____	_____	_____	_____	_____

2. Write the names and the sentence correctly. Use capital letters.

saima _____ manchester _____

pakistan _____ grace _____

i live in leeds. _____

USE IT Copy the details. Use capital letters.



Saima Khan
12 Park Road
Manchester

Name _____

Street _____

Town _____

I CAN Tick Yes or Not yet.

I can match capital and small letters.	Yes	Not yet
I can use a capital letter for names and places.	Yes	Not yet
I can write I with a capital letter.	Yes	Not yet