APEX LANGUAGE ACADEMY

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HOW THE GUIDE WORKS

Most sections follow the same steps: read the table, notice the tip and the watch-out box, do the test, then check the answer key.

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SECTION 01 OF 13

01 Capital letters

A capital letter marks the start of a sentence and the name of a specific person, place or thing. Before you use one, ask: is this word a specific name, or a general word?

11 PRACTICE ITEMS

ALWAYS USE A CAPITAL LETTER FOR

USE	RULE	EXAMPLE
The first word of a sentence	Every sentence starts with a capital letter.	**The** bus was late. **Please** wait here.
The word I	Always a capital, even in the middle of a sentence.	Maria and **I** took the bus.
Names and titles before names	Capitalize a person's name and a title that comes before it.	**Dr. Lee** spoke to **Mayor Silva**.
Places	Cities, countries, rivers, lakes, streets, and mountains.	We drove from **Calgary** to **Lake Louise**.
Days, months, and holidays	Capitalize them, but not the seasons.	The class starts on **Monday**, **September** 5.
Nationalities and languages	Always capitalized.	She is **Canadian** and speaks **French** and **English**.
Organizations and brands	Capitalize every main word in the name.	He works for **Apex Language Academy**.
Titles of books, films, and articles	Capitalize the first word, the last word, and all main words.	I read **The Old Man and the Sea** last summer.

DO NOT USE A CAPITAL LETTER FOR

USE	RULE	EXAMPLE
Seasons	spring, summer, fall, winter	We go skiing in **winter**.
Compass directions	Lowercase when they only give a direction, but capitalize them in a name.	Turn **east** at the light. She lives in **North** Vancouver.
School subjects	Only the names of languages are capitalized.	I study **math**, **biology**, and **English**.
General nouns	Use lowercase for the general word and a capital for the specific name.	We crossed the **river**. It was the Fraser **River**.
A job title used as a description	Lowercase when no name follows.	The **mayor** of our city opened the festival.

TIP

Capitalize a title such as Dr., Professor or Mayor when it comes directly before a name: "Mayor Silva spoke." Use lowercase when the title stands alone or follows the name: "The mayor spoke." "Ana Silva, the mayor, spoke."

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WATCH OUT

✗ We live in canada.	✓ We live in Canada.
✗ i think so.	✓ I think so.
✗ We go skiing every Winter.	✓ We go skiing every winter.
✗ She studies Math in College.	✓ She studies math in college.
✗ My Brother is a Doctor.	✓ My brother is a doctor.

PRACTICE Test yourself: capital letters

Choose the correct sentence.

1
- A My sister and I visited toronto in july.
- B My sister and I visited Toronto in July.
- C My sister and i visited Toronto in July.

2
- A She speaks Spanish and studies biology.
- B She speaks Spanish and studies Biology.
- C She speaks spanish and studies Biology.

3
- A The fraser river is near our house.
- B The Fraser river is near our house.
- C The Fraser River is near our house.

4
- A We usually travel in Summer.
- B We usually travel in summer.
- C we usually travel in summer.

5
- A Dr. Lee is a Doctor at the clinic.
- B dr. Lee is a doctor at the clinic.
- C Dr. Lee is a doctor at the clinic.

6
- A The meeting is on Friday, March 3.
- B The meeting is on friday, March 3.
- C The meeting is on Friday, march 3.

7
- A He drove North to Whistler.
- B He drove north to Whistler.
- C he drove north to whistler.

8
- A We met Mayor Silva at the festival.
- B We met mayor Silva at the festival.
- C We met Mayor silva at the festival.

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PRACTICE

Practice: add the capital letters

Rewrite each sentence with correct capital letters.

1. last july, maria and i flew from vancouver to calgary.

2. my brother studies english and chemistry at the university of toronto.

3. dr. nasser said the lake louise trail is closed until spring.

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