

Editing Package

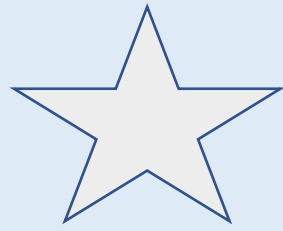
Using capital letters correctly

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Teacher Guidance

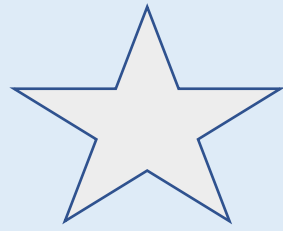
Editing writing is the most important part of the writing process. However, it is often the phase that pupils find the most challenging.

This resource focuses on pupils using **capital letters** correctly and being able to effectively edit their work to identify when **capital letters** have been used incorrectly or omitted in a piece of writing.

Emphasis must be given to the teaching of **capital letters** so that pupils have a deep understanding of using them correctly. As well as this, pupils must also be given opportunities to revise and retain their knowledge and skills and then apply these in a variety of contexts.

Nationally, year on year, a significant number of pupils have not correctly answered **capital letter** questions in the KS2 English Grammar, Punctuation and Spelling paper.

All too often, we assess that pupils have a firm understanding of how to use **capital letters**, only for them to later be unable to answer a question on them correctly. This often occurs because the pupil does not have the necessary depth of knowledge nor the skills to apply what they know about **capital letters** within a variety of different question types.



Teacher Guidance

This therapy is comprised of two parts.

Part one is a teaching resource, which should be used to TEACH the skill of using **capital letters** accurately, including common misconceptions. It provides a lot of detail about the focused element of **capital letters** and will reinforce the very basics of this punctuation.

Part two provides the opportunity to REVISIT the skill, aiming for conceptual fluency by demonstrating all of the different ways that **capital letters** could be tested and the skills that are required to answer different types of questions e.g. multiple choice, tabulated, insert, circle, rewrite, explain etc. Some time can be left between each part, with the teacher returning to part two at a later date. This will help reinforce the retention aspect of the therapy.

Through the therapy, pupils will be challenged to edit pieces of writing and identify mistakes focusing entirely on **capital letters**. To do this, they will be using the familiar process seen throughout the Editing Package, which asks pupils to do the following:

- **Check** it for mistakes/omissions (on this occasion focusing on **capital letters**).
- **Choose** the section of the text that must be improved.
- **Make the change** so that **capital letters** are being used accurately.

Part one

This part of the therapy will focus on using **capital letters** correctly:

- where to use a **capital letter**
- where not to use a **capital letter**

Part one – What is a capital letter?

There are **26 letters** in the alphabet. There are two forms of each letter: the **capital** form and the **lower case** form. It is important to recognise and be able to write both.

Can you write out the alphabet in both lower case and capital letters?

Part one – What is a capital letter?

Some capital letters look very similar to their lower case form. Others are formed quite differently. What do you notice is different or similar about the letters below?

Pp

Ff

Mm

Ss

Bb

Tt

Hh

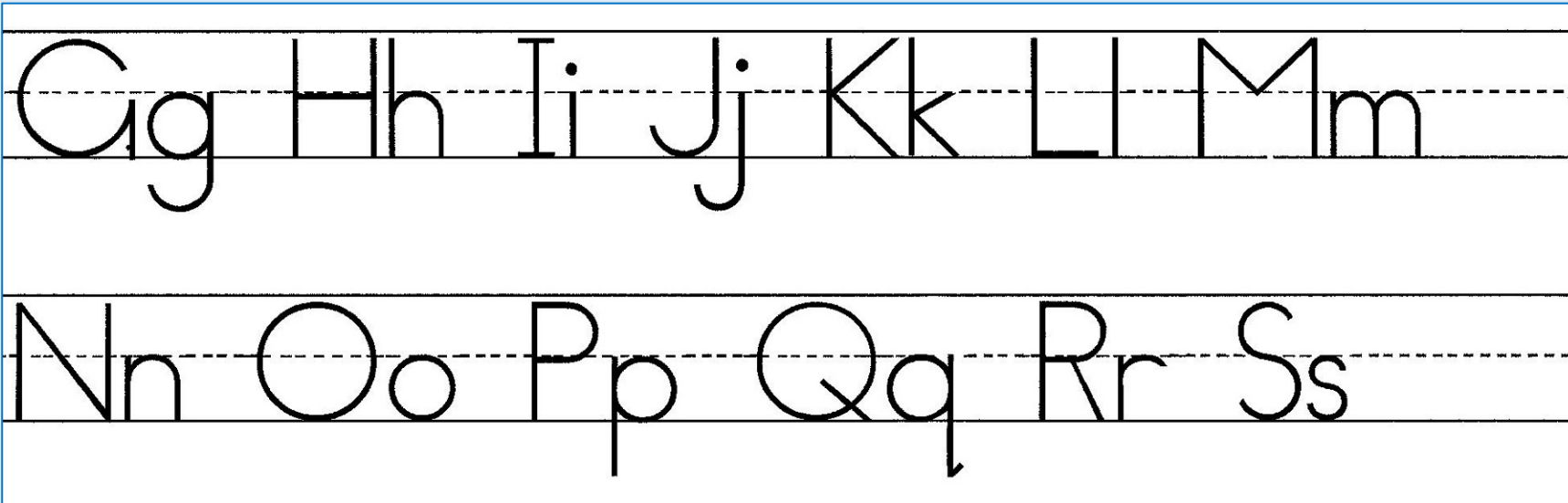
Dd

Ee

Kk

Part one – What is a capital letter?

Capital letters often have more straight lines and angles in them than lower case letters. They are also different in size and the way they are placed on the page. What do you notice about the examples below?



Look at your own writing. Is it clear which letters are capital and which are lower case?

Part one – capital letters at the beginning of a sentence

A sentence always starts with a capital letter. E.g.

Without looking backwards, they ran along the stony path.



Part one – What is a sentence?

What is a sentence?

a capital
letter to
start the
sentence



**a
subject**



**an
action**



end
punctuation
to end the
sentence

Part one – What is a sentence?

The twins burst noisily through the door.

a capital
letter to
start the
sentence

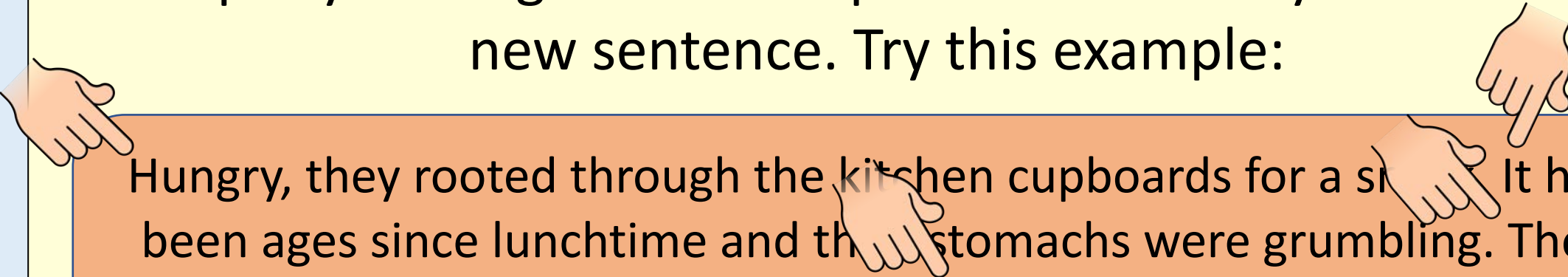
a subject

an
action

end
punctuation
to end the
sentence

Part one – capital letters at the beginning of a sentence

It is easy to forget to use a capital letter at the beginning of a sentence. A good way to check this is to read your work aloud and put your finger on the capital letter when you start each new sentence. Try this example:



Hungry, they rooted through the kitchen cupboards for a snack. It had been ages since lunchtime and their stomachs were grumbling. They had hoped to find a leftover iced bun. Unfortunately, all they found was a stale biscuit.

Part one – capital letters for proper nouns

Capital letters should also be used at the beginning of **proper nouns**. To identify a proper noun, we need to call on things we have learnt before:

Do you remember what a **noun** is? Click to find out.

A **common noun** is a word to name general items (chair, girl, horse), not specific items. These do **not** need a capital letter. Can you give other examples?

Nouns are **naming** words

They are **general names** for people, animals, places, things or ideas

Spot the nouns:

The **boys** jumped when they heard the **alarm**.

Part one – capital letters for proper nouns

Capital letters should also be used at the beginning of **proper nouns**. So what is a proper noun?

A **proper noun** names a specific person, place or item and must start with a capital letter.

Which of these are **proper nouns**?

country

Scotland

Emma

girl

shop

Asda

Quick-fire GPS recall

Grammar

Proper nouns are important names

They are **specific names** for people, places or things and always start with a **capital letter**.

Spot the proper nouns:

Mr Taylor walked home along **Brompton Road** to see his friend, **Emma**.

Part one – capital letters for proper nouns

A person's name

Sabir

Isabelle

Nadia

Jakub

Bryn



Part one – capital letters for proper nouns

A person's title



Mr Habib

Mrs Krishna

Princess Anne

Grandpa George

Auntie Annie

Uncle David

Doctor Lochlan

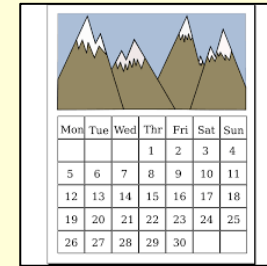
Professor Plum

Ms Smart

Watch out! If you are referring to a general person (e.g. an uncle/ aunt/ grandparent), this is a **common noun** and should not be capitalised.

Part one – capital letters for proper nouns

Days of the week



Monday

Tuesday

Wednesday

Thursday

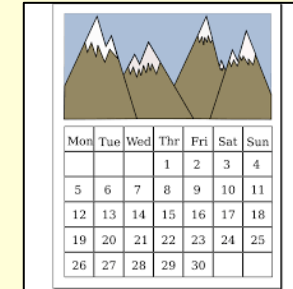
Friday

Saturday

Sunday

Part one – capital letters for proper nouns

Months of the year



January

February

March

April

May

June

July

August

September

October

November

December

Part one – capital letters for proper nouns

The name of a place, building or construction

Manchester England Scotland Wales Northern Ireland

St Paul's Cathedral White Cliffs of Dover Blackpool Tower



What do you notice about which letters are capitalised?

Using what you have learnt so far, explain why this is.

Part one – capital letters for proper nouns

Common misconceptions

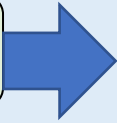
Capital letters can often be used incorrectly where there is confusion between the common noun and proper noun.

Where a common noun such as ‘church’ is used in a sentence, it does not begin with a **capital letter**. However, if the sentence refers to a specific church and the name is given, then the word ‘church’, along with the actual name, must begin with a **capital letter**.

Part one – capital letters for proper nouns

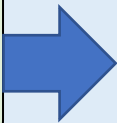
Examples of where there can be misconceptions

Our concert was in the church.



The word 'church' is a common noun so **does not** begin with a capital letter.

We performed in St David's Church.



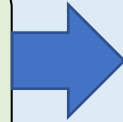
This refers to a specific church so the word 'church' and the name **do** begin with a capital letter.



Part one – capital letters for proper nouns

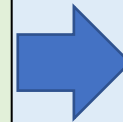
Examples of where there can be misconceptions

We live in a small close at the top of the town.



The word 'close' is a common noun so **does not** begin with a capital letter.

Our house is right at the end of
Constable **C**lose.



This refers to a specific close so the name and the word 'close' **do** begin with a capital letter.

Watch out! Close is also a homonym – two words with the same spelling and pronunciation but different meanings!



Part one – capital letters for the pronoun ‘I’

Can you remember what a **pronoun** is? Click to find out.

Most pronouns do not start with a capital letter unless they are the first word in a sentence.



However, the pronoun ‘I’ (meaning myself) is always capitalised.

Quick-fire GPS recall

Grammar

Pronouns replace nouns or noun phrases

E.g. I, he, it, they, we, us

Spot the pronouns:

We bought a new puppy then took **it** home.

Part one – capital letters for the pronoun 'I'

Which sentences need the pronoun 'I' capitalising?

Can I have a piece of your cake?

i really enjoy baking.

Sometimes, i share what i have made with my friends.

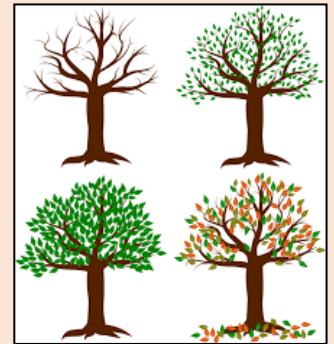


Part one – where **not** to use capital letters

Capital letters are NOT used when writing the seasons.
The names of the seasons are common nouns, not proper nouns, and so should be written with a lower case letter.

Watch out! If you are referring to the name of something and the season is part of the name, it must be capitalised.
For example, the Autumn Fair or the Spring Bonanza.

spring
summer
autumn
winter



Part one – where not to use capital letters

Capital letters are NOT used when writing compass points.
The names of the compass points are common nouns, not proper nouns, and so should be written with a lower case letter.

Watch out! If you are referring to the name of something and the compass point is part of the name, it must be capitalised. For example, the North Pole or the Middle East.

north
east
south
west



Part one – using editing skills to ensure capital letters are used correctly

When editing a piece of text the following process should be followed:

- **Check** the text for **capital letters** being used incorrectly or omitted.
- **Choose** the sections of the text that must be improved (underlining these can be effective).
- **Make the change** so that **capital letters** are being used accurately.

Part one – Check: Capital letters

Read the following text and identify where **capital letters** have been used incorrectly or omitted. Use the editing process to complete this accurately.

christopher columbus was an explorer from italy who voyaged across the atlantic ocean in the late 1400s. his discoveries helped us to understand the wider World including 'the americas'.



Part one – Choose: Capital letters

This is the start of a sentence so needs a capital letter. It is also a proper noun.

This is a surname so is part of a proper noun. It needs a capital letter.

This is the name of a country so needs a capital letter.

christopher columbus was an explorer from italy who voyaged across the atlantic ocean in the late 1400s. his discoveries helped us to understand the wider World including 'the americas'.

Both words are part of a proper noun – the name of an ocean.

This is the start of a sentence. It needs a capital letter.

World is a common noun so it does not need a capital letter.

Both words are part of a proper noun – the name of a location.

Part one – Change: Capital letters

Now that the '**check**' and '**choose**' part of the editing process has been completed it is time to '**make the changes**' so **capital letters** are used correctly.

Christopher Columbus was an explorer from Italy who voyaged across the Atlantic Ocean in the late 1400s. His discoveries helped us to understand the wider world including 'The Americas'.



Part one – your turn: Check

Check, choose and change any errors that have been made with **capital letters** in the text below.

there are many famous explorers who have originated from great britain. sir francis drake sailed a ship called the golden hind. captain james cook was credited for discovering australasia.



Part one – your turn: Choose

there are many famous explorers who have originated from great britain. sir francis drake sailed a ship called the golden hind. captain james cook was credited for discovering australia.



Part one – your turn: Change

There are many famous explorers who have originated from Great Britain. Sir Francis Drake sailed a ship called the Golden Hind. Captain James Cook was credited for discovering Australasia.



Part one – review

To **edit** writing efficiently to ensure that **capital letters** have been used correctly, remember the following:

- Sentences begin with a **capital letter**.
- Proper nouns and the pronoun 'I' begin with a **capital letter**.
Common nouns begin with lower case letters.
- Seasons and compass points do **not** start with a **capital letter**.

Part two

Part two of this therapy provides the opportunity to REVISIT the skill of using **capital letters** correctly.

It aims to demonstrate all of the different ways that **capital letters** could be tested and the skills that are required to answer the different question types e.g. multiple choice, tabulated, insert, circle, rewrite, explain.

Part two

Many of these different question types will require you to use your editing skills.

- **Check** the text for **capital letters** being used incorrectly or omitted.
- **Choose** the sections of the text that must be improved (underlining these can be effective).
- **Make the change** so that **capital letters** are being used accurately.

Part two – recap using capital letters correctly

When must we use **capital letters**?

Explain the difference between a **common noun** and a **proper noun**. Give an example of each.

Explain why **capital letters** have/have not been used in the following sentences:

She tied the strings of her apron behind her.
Without her apron, **s**he would get filthy!

Part two – how capital letters might be tested

Multiple choice

Recap on the processes of elimination

1. Read the question and all the options carefully.
2. Decide which option is completely wrong.
3. Put a cross beside it.
4. Work through all the options, putting a cross beside any that cannot be correct.
5. Tick the box next to the answer which you have chosen.
6. Check your answer by rereading the question.



Part two – how capital letters might be tested

Multiple choice

Tick the sentence that is punctuated correctly with **capital letters**.

we go swimming at Leisureworld.

We go swimming at Leisureworld.

We go swimming at leisureworld.

we go swimming at leisureworld.

Tick **one**

☐☒☐☐

Explain how you know which answer is correct.

Part two – how capital letters might be tested

Multiple choice

What is wrong with this sentence? Circle **one**.

When we go to the supermarket, we Always buy fresh bread.

Explain how you know which answer is correct.

The word 'bread' should be capitalised.

The word 'always' should not be capitalised.

The word 'supermarket' should be capitalised.

Part two – how capital letters might be tested

Tabulated

Recap on how to read a table

1. Read the title. What information does the table contain?
2. Read the column and row headings.
3. Track the relevant row and column across or down with your finger to find where they meet.
4. Repeat to check that you are accurate.



Part two – how capital letters might be tested

Tabulated

Tick one box in each row to show whether the **capital letters** are used correctly in the sentence.

Sentence	Capital letters used correctly	Capital letters used incorrectly
it is time for your dinner.		✓
We need to wash our hands.	✓	
Sausages are tom's favourite.		✓
dad says we have to wash up.		✓

Explain
how you
know
your
answers
are
correct.

Part two – how capital letters might be tested

Tabulated

Tick one box in each row to show whether the **capital letters in red** are used for the start of a sentence or a proper noun.

Sentence	Capital letters for a proper noun	Capital letters for the start of a sentence
Bear G rylls is a British explorer.	✓	
H e was originally in the army.		✓
He is now the C hief S cout.	✓	

Explain how you know your answers are correct.

Part two – how capital letters might be tested

Insert

Recap on the processes of inserting punctuation

1. Read the question carefully. What are you being asked to insert **and** how many are you being asked to insert? Underline this information.
2. Think carefully about what punctuation you have been asked to insert. What function does it have?
3. Carefully read the text.
4. Insert the punctuation clearly and neatly.
5. Check your answer by rereading the question and the text with the punctuation now inserted.



Part two – how capital letters might be tested

Insert

Insert **two** capital letters in the correct place in the text below.

At the age of 23, Bear Grylls climbed Mount **e**verest. **t**his was his childhood dream.

Explain how you know that you are correct.



Part two – how capital letters might be tested

Circle a specific point

Recap on the process of circling

1. Read the question carefully. What are you being asked to circle **and** how many are you being asked to circle? Underline this information.
2. Think carefully about what you have been asked to circle. What function does it have?
3. Carefully read the text.
4. Circle the point clearly and neatly. Make sure the circle only encircles what you intend it to.
5. Check your answer by rereading the question and the text with the circle now inserted.



Part two – how capital letters might be tested

Circle a specific point

Circle the incorrectly placed **capital letter** in the sentence below.

In 2005, Ellen MacArthur broke the Record for sailing around the world fastest on her own.



Explain how you know that you are correct.



Part two – how capital letters might be tested

Rewrite text making a specific correction

Recap on the process of rewriting

1. Read the question carefully. What are you being asked to adapt/add when rewriting the sentence/text?
2. Think carefully about what you have been asked to adapt/add. What function does it have?
3. Carefully read the text. Indicate the necessary correction onto the text that has been provided.
4. Rewrite the text ensuring you include all necessary corrections.
5. Check what you have written by rereading the question and the rewritten text.



Part two – how capital letters might be tested

Rewrite text making a specific correction

Rewrite the sentence below using **capital letters** correctly.

ellen MacArthur first sailed solo around the world in her yacht called kingfisher.

Ellen MacArthur first sailed solo around the world in her yacht called Kingfisher.



Part two – how capital letters might be tested

Explain

Recap on the process of explaining

1. Read the question carefully. What are you being asked to explain?
2. Think carefully about the punctuation you have been asked to explain. What function does it have? This will inform your answer.
3. Usually you will need to use the word '**because**' in your answer.
4. Check what you have given as an explanation by rereading the question and your answer. Do they match?



Part two – how capital letters might be tested

Explain

Explain why the underlined word in the sentence below begins with a **capital letter**.

Grinding pepper into the saucepan, Uncle Dave grinned.

Uncle is capitalised because it refers to a specific uncle – Uncle Dave.



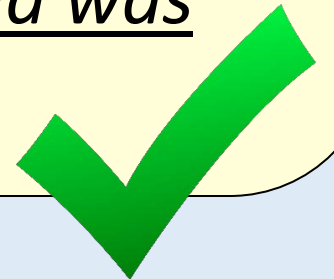
Explain how you know that you are correct.

Part two – your turn

Rewrite the sentence below using **capital letters** correctly.

it was nearly time for emma to get ready for bed but astrid was still hogging the bathroom.

It was nearly time for Emma to get ready for bed but Astrid was still hogging the bathroom.



Part two – your turn

Circle three words that should begin with a capital letter in the sentence below.

In the weather forecast tonight, we should expect severe storms in southampton. wind will be strong in Eastbourne and the rest of england will be blustery.



Part two – review

To apply the knowledge and skills of using **capital letters** accurately we must remember the following:

- Be clear on when **capital letters** are/are not used.
- Be able to recall the skills that are required to answer the different question types e.g. multiple choice, tabulated, insert, circle, rewrite, explain.
- Always reread the question and your answer to ensure **capital letters** have been applied accurately.