

Uses of capital letters and punctuation

+Capital letters:

We use capital letters:

- To begin a sentence or statement: We're meeting for lunch tomorrow.
- When we want to call people by their title: Mrs. Brown, Mum, Aunt Kelly, Miss Ana...
- For the names of people: Mary, Ahmed, Fatima...
- For the personal pronoun "I": Can I borrow your Camera?
- For the names or abbreviations of organizations: United Nations, Educational Scientific and Cultural Organization "UNESCO"....
- For the titles of films and books: So Long Mr. Wrong, Rhapsody, Barefoot, She's the man...
- For the names of places (countries and towns): Morocco, Singapore, Paris, London...
- For nationalities and languages: English, Chinese, Moroccan...
- For days, months, celebrations: Thursday, April, New Year...
- For adjectives made from proper nouns: China, Chinese, Morocco, Moroccan...

+Punctuation:

- Full stop (.):
 - ✓ At the end of statement or a phrase (information and instruction) and after a polite request: "My hearing is getting worse as I get older.", "Please forgive me."
 - ✓ In some abbreviations to show that some letters at the end of a specific word are missing: Pl. (Plural), approx. (approximately), Fri. (Friday).
 - ✓ In modern British English, full stops are not usually added when the abbreviation contains the last letter of the full word: Mr (=Mister); Dr (=Doctor); Rd (=Road); Ave (=Avenue).
 - ✓ Full stops are not used after abbreviation of scientific units: cm, km, g, kg, sec, min...
- Comma (,):
 - ✓ To represent a brief pause in the middle of a long sentence: It's been hot everyday so far, so we've spent most of the time on the beach along with everyone else.
 - ✓ In lists of adjectives that appear before a noun: a hot, sunny, long day.
(Note: It's also correct to leave out commas in this case)
 - ✓ In lists of two or more items: I bought some tomatoes, some mushrooms, and a pumpkin.
(Note: The last comma before "and" can be left out).
 - ✓ After linking words at the beginning of a phrase: First of all, let me introduce you the plan.
 - ✓ Before and after linking words in the middle of a statement: chris, on the other hand, did not approve.
 - ✓ When we give additional information that can be left out: Ahmed, who is known as being lazy, woke up at 11.30.
 - ✓ Before questions tags: you did your homework, didn't you?
 - ✓ To separate the speaker from the words spoken: Kelly said, "I'll be right back."
 - ✓ In large numbers to separate sets of digits: 2.300 18.700 450.060 5.000.000
- Semicolon (;):
 - ✓ To join two sentences with related meanings together: We need better technology;

better technology costs money.

✓ To separate long items in a list: Students are asked not to leave bicycles by the entrance; not to eat chewing gum in the classroom; and not to be late for school.

• □□□□□□□□ Colon (:):

✓ To represent an explanation of the previous part of the sentence: At the end, we had to stop: we were tired and it was very dark.

✓ To introduce items in a list: We ask you to provide us one of the following pieces of identification: a passport, a student's card and a driving licence.

✓ To give examples in the middle of a sentence.

• □□□□□□□□ Quotation marks (" "):

✓ Around direct speech: "what time is it?" Susie asked

✓ Around words you want to emphasize or treat: what is "Globalization"?

• □□□□□□□□ Question mark (?):

✓ After a question: How are you?

• □□□□□□□□ Exclamation mark (!):

✓ To express strong emotions like joy, anger and surprise: you will not believe it! I get my driving licence!

✓ With commands that should be obeyed: Stop laughing!

✓ With short exclamations called interjections: Help! Ouch!

• □□□□□□□□ Apostrophe ('):

✓ With an 's' to show who or what someone or something belongs to or is connected with: Chris is having dinner with Kelly's sister.

✓ To show that some letters are missing (contractions or short forms): I can't (cannot) believe you anymore, you're (you are) so exciting!

Those explanations will definitely help you to structure and build your writing in a more organized way.