



Cracking capitals

CAPS Statement

Language Structures & Conventions

Spelling and punctuation

- Capital letters, word division, dictionary use

Note

Capital letters and full stops are the basic types of punctuation. A capital letter shows when a sentence starts and a full stop shows where a sentence ends.

Capital letters are also used when we write a **proper noun**. **Proper nouns** are names. They can be:

People names

A proper noun can be the name of a person.

Example: Jane, Sizo, Vusi.

Place names

A proper noun can be the name of place.

Example: Johannesburg, Pretoria, Soweto.

Days of the week and months of the year

A proper noun can also be the names of the days and the months of the year.

Example: Wednesday, December.

We also use capital letters for initials and abbreviations:

Initials and abbreviations

When we abbreviate (shorten) a word we use abbreviations.

Example: Mister = Mr

We also use capital letters for initials because we are shortening the name:

South African Broadcasting Corporation = SABC

Example

Mister = **Mr**

We also use capital letters for initials because we are shortening the name:

South African Broadcasting Corporation = **SABC**

Remember: Add capital letters for all the proper nouns.

[illegible]

Display several incorrectly punctuated sentences at the start of the lesson and revise learner's existing knowledge about capital letters. Ask children if they can tell you what is wrong. Have several examples of un-punctuated proper nouns.

