



Let us be proper!

CAPS Statement

Language structures and conventions

Working with words and sentences:

Capital letters for proper nouns, for titles and initials of people.

Note

The names of people and places are proper nouns. So are the days of the week and the months of the year. Titles and people's initials are also proper nouns.

All proper nouns start with capital letters.

There are many proper nouns. Some common nouns can become proper by giving them a title. Proper nouns can be made up of more than one word.

Example

The queen is not a proper noun, but if you say **Queen Victoria**, her title becomes proper.

No matter where you find a proper noun in a sentence, it will start with a capital letter.

Example

Prof. W. Derman is a proper noun: "**Prof. W. Derman** is speaking tonight."

If you place the title, initials and surname Prof. W. Derman anywhere in a sentence, it will remain in capital letters:

"You will be interested in **Prof. W.** Derman's talk about sports."

Activity 1

Circle the letters that should be in capitals. Rewrite the sentences correctly.

Example

mr ndladla teaches science = **Mr Ndladla teaches Science.**



- ① Her name is mrs s. sugar, but she is not very sweet.

_____.

- ② Please fill in the form and return it to dr webson by the 1st of april.

_____.

- ③ Turn on the radio because president zuma is about to make a speech.

_____.

- ④ Did you know that bongi is mrs dlamini's granddaughter?

_____.

- ⑤ Come and visit us in south africa.

_____.

Activity 2

Now it's your turn! It's all about you. Tell us about your life. Fill in all the proper nouns. Make sure you punctuate correctly.

- ① My first name is _____.

- ② This is the title, initial(s) and surname of the person I live with (choose only one person): _____.

- ③ My favourite day of the week is _____.

- ④ My birthday is in the month of _____.

- ⑤ Write the title and author of your favourite book _____.

Teacher Tip

Play General Knowledge in class: pick a letter of the alphabet. Pupils have to think of names of people and places – for example – starting with that letter.

