

# Writing skills

## Sentences and capital letters

### Sentences

<i>A sentence must:</i>	
	<i>Example</i>
✓ Begin with a capital letter.	<i>He</i> works part time.
✓ Have a verb.	I <i>am</i> travelling to Barbados.
✓ Have a subject (who or what the sentence is about)	<i>They</i> live in Newcastle.
✓ End with a full stop (or question mark).	Where is the villa? <i>The villa is here.</i>

### Capital letters

<i>Capital letters are used for:</i>	
	<i>Example</i>
✓ The names of people or places	<i>Ray C</i> hen is performing in <i>New Y</i> ork.
✓ Nationalities and languages	She lives in <i>M</i> alta and speaks <i>M</i> altese, <i>E</i> nglish and <i>A</i> rabic.
✓ Days of the week and months	Every <i>S</i> unday in <i>J</i> anuary.
✓ Words which stand for me or myself	<i>I</i> am always alone at parties.
✓ Brand or company names	<i>K</i> leenex tissues are in stock at <i>S</i> uperdrug.

Correct the following sentences using the checklist.

Sentence	Correct sentence
i have updated my bank account details	<i>I have updated my bank account details.</i>
i enjoying the holiday	
live in france	
my friend louise lives in spain	
i only shop in harrods	
she's crazy but i love her	
amira speaks swahili	
my birthday is in march	
the football is on at 5 o'clock on sunday	
they on honeymoon in the maldives	