

APPENDIX 2: USING CAPITAL LETTERS

We usually write in lowercase. But the first letter of a word is a capital when:

a it is the first word of a sentence:

There were lots of people outside. **E**verybody was happy.

b it is a name:

of a person	M aria	J ohn	S tephen H arper
of a person's title	K ing	P resident	A ssistant D irector
of a building	E iffel T ower	T aj M ahal	T elus T ower
of a place	P aris	F rance	E urope A tlantic O cean
of an organization	U nited N ations	D epartment of H ealth	
of a day or month	T uesday	N ew Y ear's D ay	D ecember

c it is the word **I**. We always write this with a capital letter.