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What It Is . . .

How to Capitalise is a resource for your classroom. You may use the book as a workbook to teach capitalisation or use individual pages to supplement activities you are already doing in your classroom.

The Basics

Each page has a capitalisation rule listed at the top. A brief description and examples of how to use the rule are listed for students to refer to during practice. Plenty of exercises are provided for students to practise the rule listed at the top of the page. Some concepts have only one page of practice, others have several.

Assessment

Each section of the book is followed by several pages that can be used for assessment purposes. The assessments at the end of each section assess only the concepts covered in that section. The assessments at the end of the book cover many concepts covered throughout the book. Most assessments have two options. Again, they are provided for teacher choice. The first assessment is usually shorter and asks students to identify and correct capitalisation errors on a line-by-line basis. The second assessment usually asks the student to copy a paragraph, correcting any capitalisation errors. A student self-assessment is provided at the end of the book for students to reflect on the things learnt throughout the unit.

Additional Resources

In addition, a handy capitalisation reference sheet is provided for you on page 44. This sheet can be copied and distributed for each student in the class to keep in his or her notebook or the teacher can use it as a personal reference. Posters which list the capitalisation rules covered in this book are provided on pages 45–46. Again, these posters can be distributed to students as references or can be enlarged and displayed on the wall as a reminder of capitalisation rules. The resources section concludes with an answer key for each of the practice exercises in the book.



Lowercase Letters, Capital Letters

Write the capital letter next to each lowercase letter.

a A b c d

e f g h

i j k l

m n o p

q r s t

u v w x

y z



Missing Letters

Complete each blank by filling in the missing capital letter. The alphabet is listed below as a reference.

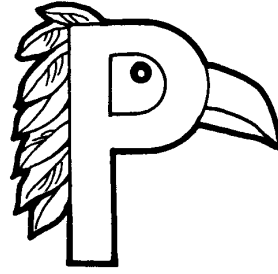
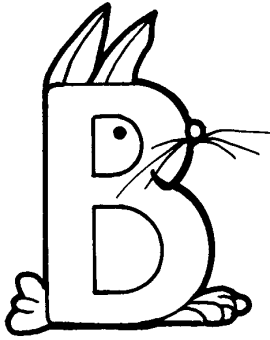
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

1.	A	B	C	D	E	<u>F</u>	G	H	I		
2.	O	P	Q	R	___	T	U	V	W		
3.	S	T	___	V	W	X	Y	Z			
4.	F	G	H	I	J	___	L	M	N	O	
5.	C	D	E	___	G	H	I	J	K	___	
6.	N	___	P	Q	R	S	T	U	___	W	
7.	G	___	I	J	K	___	M	N	O		
8.	V	___	X	Y	___						
9.	Q	R	___	T	___	V	___	X			
10.	J	___	___	M	___	O	___	___	R	___	T



Capital Art

Capital letters can be used as the basis for drawings. The letters B and P can be made into animals. Can you guess what animals they are? Write your answers on the lines below.



Now it is your turn to try some capital art. What can you draw using the letters below?

A large, bold, black capital letter 'J' centered in a white square box.	A large, bold, black capital letter 'L' centered in a white square box.
A large, bold, black capital letter 'D' centered in a white square box.	A large, bold, black capital letter 'S' centered in a white square box.

Use the back of this paper to create some capital art on your own. Choose a capital letter (or two) from the alphabet and start drawing.



The Word I

Capitalisation Rule: Capitalise the pronoun I.

The word I is always capitalised. Practise writing the word I on the lines below.

1. ____ *lost my tooth.*
2. ____ *like to play on the swings.*
3. ____ *have six dollars.*
4. ____ *have a dog as a pet.*
5. ____ *read a good book.*
6. *Today* ____ *am going to the park.*
7. ____ *went to the library yesterday.*
8. *May* ____ *have a drink?*
9. *Tom and* ____ *played ball at recess.*
10. ____ *like to ride my bike.*