

Punctuation

Booster 3: Capital letter for starting a sentence

Key learning

A sentence always:

- starts with a capital letter
- finishes with a full stop, a question mark or an exclamation mark.

You should always capitalise the first word in a new sentence when you are writing.

Worked example:

Look at this notice about patient information at a hospital.

Notice how difficult it is to read when the capital letters are removed.

Highlight or circle all the letters that should be capitalised.

Why we collect information about you

your doctor and other health workers keep records about your health and any treatment you might receive, so you can be sure that you get the best possible care from us. these records can be either written down or kept on a computer. the records will include: your address, emergency contact, information about time spent in hospital and details of your treatment.

we will also keep the results of any tests. this will help us decide on the best treatment for you. the hospital will not share your personal information with anyone. if you want to speak to someone or see what your records say, you can contact the hospital on 0002 374829.

Answer:

Why we collect information about you

Your doctor and other health workers keep records about your health and any treatment you might receive, so you can be sure that you get the best possible care from us. **These** records can be either written down or kept on a computer. **The** records will include: your address, emergency contact, information about time spent in hospital and details of your treatment.

We will also keep the results of any tests. **This** will help us decide on the best treatment for you. **The** hospital will not share your personal information with anyone. **If** you want to speak to someone or see what your records say, you can contact the hospital on 0002 374829.

Your turn:

How many capital letters are missing from this letter? Read the letter and then tick (✓) the correct box below.

how to make a hospital appointment

the hospital has a new, fast and simple online system for you to book appointments at a time that suits you. if you prefer to book by telephone, please make sure you have your reference number handy.

Frequently asked questions

how do I access the booking system?

visit our website and enter your email address and your password.

where is my password?

at the bottom of this letter there is a security seal. use a coin to scratch this off and reveal your unique password.

The number of missing capital letters is:

- 6
- 7
- 8
- 9