

Punctuation

Booster 4: Upper and lowercase letters

Key learning

When writing **never**:

- write the word **I** like this: **i**
- use capital letters in the middle of words.

These rules are for both typing and handwriting. When you are writing by hand, be careful to form your letters correctly and to make them the correct size.

The word **I** is always spelled with a capital letter no matter where it is in a sentence.

This includes shortened words (contractions) that include the word **I**.

I'll (short for I will)

I'd (short for I had or I would)

I've (short for I have)

I'm (short for I am)

Worked example:

There are two types of errors in these rows of text:

- error 1 – the writer has not used a capital letter for the word **I**
- error 2 – the writer has used uppercase letters wrongly.

Task 1: For each row of text, circle the errors and decide the type of error it contains.

Task 2: Count the number of errors you can find on each row and write the number in the correct column.

Some rows will contain both types of error.

	Error 1	Error 2
How i Make Compost		
Compost is reCycled garden and fOOd waste.		
In my garden i have a comPost heap.		
When i'm ready to use comPost, i remoVe it from the bottom of the heap and spread it around the plants in my garden.		
It really heLps my fLowErs, pLants and vegetableS grow.		

Answers:

	Error 1	Error 2
How i Make Compost	1	0
Compost is reCycled garden and fOOd waste.	0	3
In my garden i have a comPost heap.	1	1
When i'm ready to use comPost , i remoVe it from the bottom of the heap and spread it around the plants in my garden.	2	3
It really heLps my fLowErs , pLants and vegetableS grow.	0	4

Your turn:

Rewrite this letter, correcting all the mistakes with capital and lowercase letters.

Dear Mia Harrison,
Thank yOu for your aPPlication to work as a gardener at the care home.
i'm pleased to invite you to come for an interView on Tuesday 24 October at 3.00 p.m.
If you wouLd like to coMe 15 minutes early, i'd be haPPy to shoW you around our grounds.
i look forWard to meeting you neXt Tuesday.
Regards
Edward Saleem
Care Home Supervisor