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Uses of capital letters and punctuation

+Capital letters:

We use capital letters:

- To begin a sentence or statement: We're meeting for lunch tomorrow.
- When we want to call people by their title: Mrs. Brown, Mum, Aunt Kelly, Miss Ana…
- For the names of people: Mary, Ahmed, Fatima…
- For the personal pronoun "I": Can I borrow your Camera?
- For the names or abbreviations of organizations: United Nations, Educational Scientific and Cultural Organization "UNESCO"….
- For the titles of films and books: So Long Mr. Wrong, Rhapsody, Barefoot, She's the man…
- For the names of places (countries and towns): Morocco, Singapore, Paris, London…
- For nationalities and languages: English, Chinese, Moroccan…
- For days, months, celebrations: Thursday, April, New Year…
- For adjectives made from proper nouns: China, Chinese, Morocco, Morrocan…

+Punctuation:

- Full stop (.):
  - ✓· At the end of statement or a phrase (information and instruction) and after a polite request: "My hearing is getting worse as I get older.", "Please forgive me. "
  - ✓· In some abbreviations to show that some letters at the end of a specific word are missing: Pl. (Plural), approx. (approximately), Fri. (Friday).
  - ✓· In modern British English, full stops are not usually added when the abbreviation contains the last letter of the full word: Mr (=Mister); Dr (=Doctor); Rd (=Road); Ave (=Avenue).
  - ✓· Full stops are not used after abbreviation of scientific units: cm, km, g, kg, sec, min…
- Comma (,):
  - ✓· To represent a brief pause in the middle of a long sentence: It's been hot everyday so far, so we've spent most of the time on the beach along with everyone else.
  - ✓· In lists of adjectives that appear before a noun: a hot, sunny, long day.
  (Note: It's also correct to leave out commas in this case)
  - ✓· In lists of two or more items: I bought some tomatoes, some mushrooms, and a pumpkin.
  (Note: The last comma before "and" can be left out).
  - ✓· After linking words at the beginning of a phrase: First of all, let me introduce you the plan.
  - ✓· Before and after linking words in the middle of a statement: chris, on the other hand, did not approve.
  - ✓· When we give additional information that can be left out: Ahmed, who is known as being lazy, woke up at 11.30.
  - ✓· Before questions tags: you did your homework, didn't you?
  - ✓· To separate the speaker from the words spoken: Kelly said, "I'll be right back."
  - ✓· In large numbers to separate sets of digits: 2.300 18.700 450.060 5.000.000
- Semicolon (;):
  - ✓· To join two sentences with related meanings together: We need better technology;

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better technology costs money.

- ✓ To separate long items in a list: Students are asked not to leave bicycles by the entrance; not to eat chewing gum in the classroom; and not to be late for school.

- Colon (:) :
  - ✓ To represent an explanation of the previous part of the sentence: At the end, we had to stop: we were tired and it was very dark.
  - ✓ To introduce items in a list: We ask you to provide us one of the following pieces of identification: a passport, a student's card and a driving licence.
  - ✓ To give examples in the middle of a sentence.
- Quotation marks (" "):
  - ✓ Around direct speech: "what time is it?" Susie asked
  - ✓ Around words you want to emphasize or treat: what is "Globalization"?
- Question mark (?):
  - ✓ After a question: How are you?
- Exclamation mark (!):
  - ✓ To express strong emotions like joy, anger and surprise: you will not believe it! I get my driving licence!
  - ✓ With commands that should be obeyed: Stop laughing!
  - ✓ With short exclamations called interjections: Help! Ouch!
- Apostrophe (‘):
  - ✓ With an‘s’ to show who or what someone or something belongs to or is connected with: Chris is having dinner with Kelly's sister.
  - ✓ To show that some letters are missing (contractions or short forms): I can't (cannot) believe you anymore, you're (you are) so exciting!

Those explanations will definitely help you to structure and build your writing in a more organized way.

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