Spelling : capital letters

Capital letters are used at the beginning of the following kinds of words.

1. the names of days, months and public holidays. The names of seasons do not usually begin with capital letters.

   Sunday; Monday; Friday
   January; March, August
   Christmas; Easter;
   summer; autumn; winter; spring

2. the names of people and places, including stars and planets

   John; Mary; Alice
   India; Tokyo; Paris; Singapore
   Jupiter; Mars; Neptune
   (But the earth, the sun and the moon)

3. people’s titles

   Mr Smith; Dr James; the Chairman; the Managing Director

4. nouns and adjectives referring to nationalities and regions, languages, religions and ethnic groups

   He is French.
   She is Spanish.
   He is a Sikh.
   Chinese history

5. the first word in the title of books, magazines, plays, pictures, magazines etc. Sometimes other nouns, verbs, adjectives and adverbs in the title also begin with capital letters.

   The Adventures of Tom Sawyer or The adventures of Tom Sawyer
   Gone with the Wind OR Gone with the wind

Spelling :-ly
We normally change an adjective into an adverb by adding -ly.

Late – lately
Real – really
Right – rightly
Definite – definitely
Hopeful – hopefully
Complete – completely

Exceptions

There are some exceptions to this rule.

True – truly (NOT truely)
Full – fully (NOT fullly)
Due – duly (NOT duely)

The final -y in an adjective changes to -i- before adding -ly.

Happy – happily
Merry – merrily
Easy – easily

Adjectives ending in consonant + le

-le changes to -ly after a consonant

Idle – idly
Noble – nobly

Adjectives ending in -ic

Adjectives ending in -ic, have adverbs ending in -ically.
Spelling: capital letters

Tragic – tragically
Phonetic – phonetically
Exception

Public – publicly