

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 fully)

Due - duly (NOT duely)

Y and I

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.

Tragic - tragically

Phonetic - phonetically

Exception

Public - publicly