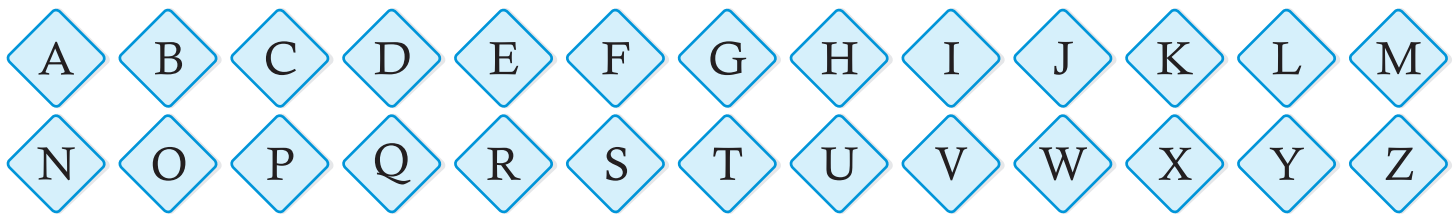


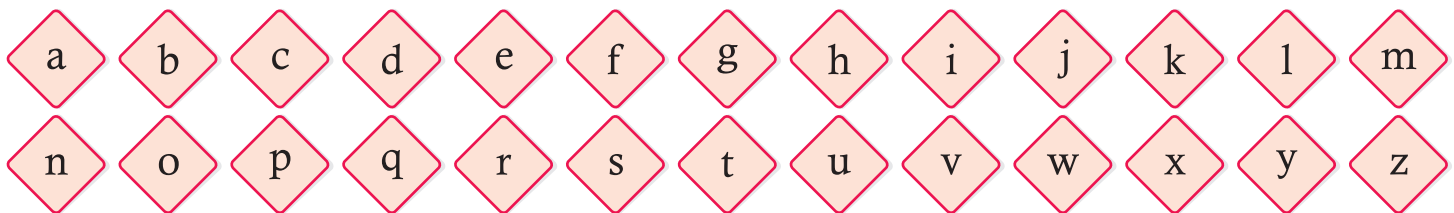
Capital Letters and Small Letters

We know that there are 26 letters in English Alphabet. These letters can be written in two different ways:

CAPITAL LETTERS



SMALL LETTERS



What do you do when you write your name? You write the first letter in capital and the other letters in small. You follow the same pattern while writing your middle name and surname.

Read the following sentence:

Sohan Singh is a doctor.



The name 'Sohan' begins with a capital letter. The other letters are small letters. Similarly, the surname 'Singh' also begins with a capital letter while the other letters are small letters.

Remember: We use capital letters in the following cases:

- (i) To begin the names and surnames of persons.
- (ii) To begin a sentence
- (iii) To begin the names of months of the year, days of the week, names of famous buildings, rivers, books, newspapers, political parties, etc.
- (iv) The names of countries, continents, towns, cities and villages.

Let's *Practise*

A. Look at the pictures and mark the names that should start with a capital letter with a green crayon:



india gate



elephant



river



monkey



ship



sunflower



hat



taj mahal



pond



house



hawa mahal



peacock

B. Rewrite the following sentences using capital letters wherever necessary:

1. my father reads the hindustan times everyday.

2. suresh chandra saxena teaches us english.

3. the red fort is situated in delhi.

4. we are going to see the taj mahal.

5. mohan lal is a postman.

6. many children are swimming in the pond.

7. the ganga is a holy river.

8. they will go to mumbai by air.

9. mohit and neena went to see the zoo.

10. the name of their village is amanpur.

