

***Better Writing
& Punctuation***

Booklet 1

Sample Pages

By Janet Marsh

Exercise 3

Simple rules for capital letters:

We always use capital letters for a person's initials or title.

"Excuse me, but is one of you **Mr H. Potter**?" she asked.

Dr Smith asked to see **Mrs L. P. Jones** at one o'clock.



Read through the following sentences and put in the missing capital letters and full stops.

1. at the surgery mr and mrs owen waited to see dr Roberts

2. the fête was opened by prince charles and his two sons prince william and prince harry

3. the message sent to the fleet at The Battle of Trafalgar by lord horatio nelson was, "england expects that every man his duty will do."



4. the famous actress dame judi dench attended the award ceremony with sir richard attenborough



5. the harry potter books by j k rowling are popular all over the world

6. on Sunday 2 November miss e taylor and mr b crompton were married by the reverend k harper

7. the queen presented sergeant simon simmons with a medal for his bravery

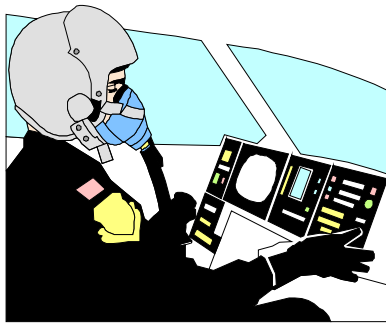


8. it was reported that lord and lady smythe
were seen at the races



9. princess beatrice and princess eugenie went to the film
premiere with their father, prince andrew

10. the battalion were under the command of colonel fry



11. the thief was arrested by
constable grimes

12. the plane was piloted by
squadron leader jeffries

Punctuate the following passages:

queen elizabeth is married to prince phillip they have four
children, prince charles, princess anne, prince andrew and
prince edward her eldest son is prince charles he will be king
one day he has two sons prince william and prince harry



The hospital waiting room was packed reverend
lewis and his son leigh had an appointment with
dr martin at two o'clock "leigh lewis, dr martin is
ready for you now," called sister grant