

CAPITAL LETTERS

1. Proper Nouns (the names of persons, places, countries, rivers etc.)
2. The names of the days and months.
e.g. Wednesday, February.
3. The names of religions.
e.g. Islam, Muslim, Hindu, Hinduism.
4. The names of languages.
e.g. Urdu, Hindi, Arabic, French.
5. Any word made from the name of a country.
e.g. Pakistani, Frenchman.
6. The names of races of people.
e.g. the English, the French, the Dutch.
7. The first letter inside inverted commas.
e.g. I said to him, "Go away".
8. The important words in the title of a book, film or story.
e.g. I saw a film called 'The King and the Robbers'.
9. The titles of persons.
e.g. the President of Pakistan, the Shah of Iran.
10. The first letter in a line of poetry.

APOSTROPHE 'S'

The boy's books	=	the books of the boy.
The boys' books	=	the books of the boys.
The man's work	=	the work of the man.
The men's work	=	the work of the men.
The child's toys	=	the toys of the child

The children's toys	=	the toys of the children
The horse's tail	=	the tail of the horse.
Pakistan's army	=	the army of Pakistan.

Note:

(a) Don't use apostrophe's' except with a living possessor or a country.
e.g. the door of the room (Not: the room's door)

(b) It's = it is. e.g. It's very hot.
Its = his. e.g. the dog ate its food.

(c) Ours, yours, theirs and hers do not have an apostrophe.

(d) Only use apostrophe's' when the next word belongs to the word with the apostrophe. It is not used in sentences such as:

He plays with friends whenever he gets a holiday.
The boys put their books in the cupboard.

(e) Use an apostrophe in cases such as:

in three days' time	one day's leave.
in one hour's time	three days' leave.