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| **Grammar Masters: Teacher’s Notes**  **Topic: Capital Letters** |
| There are two ways to write letters:  - Upper Case (Capital Letters)  - Lower Case  Some capital letters don’t change shape when they are capitalised e.g. U, Z and S  Some capital letters do change shape when they are capitalised e.g. G, D and A  Capital letters are used to demarcate the beginning of sentences. However they will also be used for:  - Proper Nouns  - Acronyms  - When using - I |

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