

## CHEAT SHEET – Capital Letters

### Proper Nouns

The first letter of each of the words of a proper noun should always be capitalized.

Example: “You should prove a B1 level of ability in the **English** language.”

English, is a proper noun, so it is capitalized wherever it is in the sentence.

London City Airport

Heathrow Airport

PHV Authorised Vehicle Area

London

English

European Union

European Economic Area (EEA)

Common European Framework of Reference for Languages (CEFR)

Information Commissioner’s CCTV Code of Practice

The Highway Code.

Equality Act

Congestion Charge

Ultra Low Emission Zone

City of London Police

Islamic

Muslims

Shariat Council

Topographical Skills Assessment  
Safety, Equality and Regulatory Understanding Assessment.  
DVLA Group 2

Braille

Joint Aviation Authorities  
Adults or Children’s Barred Lists  
Disclosure and Barring Service  
TfL Authorised Officer

Crimestoppers  
National Society for the Prevention of Cruelty to Children (NSPCC)  
Modern Slavery Helpline

**Acronyms**  
All the letters should be capitalized.

TfL	EEA	PCN
PHV	DBS	CCTV
SERU	FPN	MOT
DVLA	DVLA/NI/EU/EEA	ULEZ
EU	ID	NSPCC

*Remember! Words such as **for, the, of, and** are not capitalized within the proper noun or acronym.*

*For example - Transport **for** London / TfL *the f is lowercase.**