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Capital Letters in Work Messages

Easy | Medium | A1 | Elementary | Beginners | B1 | Intermediate | Apostrophe | Comma | Noun | Pronoun | Punctuation | Semicolon | Sentence | Verb

1. You are checking the capital letters in a handoff note before your teammate runs the software demo. Highlight all the lines which are ready to send as written.

Select all that apply.

- **A)** The demo is on Friday.
- **B)** The Notes are in the shared folder.
- **C)** Ask Maya to test the API.
- **D)** The team in chicago will join remotely.
- **E)** Open the link in your Browser.
- **F)** Try the link on an iPhone.

2. Which sentence uses capital letters correctly to end a formal e-mail to a client who is waiting for a revised estimate?

The revised estimate is ready. _____"

Select one.

- **A)** as promised, I'll send it this afternoon.
- **B)** As promised, I'll send it this afternoon.
- **C)** As promised, i'll send it this afternoon.

3. (Project handoff) Help a coworker find what they need to run the demo. In your hand-over note, choose the spelling with the right capital letters for each designated name or initials.

For the demo, use the _____ sample on _____ to test the _____ on an _____, then open the _____ slides with links to our _____ and _____ posts.

Choose the correct option for each gap.

Blank 1

- **A)** JavaScript
- **B)** Javascript

Blank 2

- **A)** Github
- **B)** GitHub

Blank 3

- **A)** API
- **B)** Api

Blank 4

- **A)** Iphone
- **B)** iPhone

Blank 5

- **A)** PowerPoint
- **B)** Powerpoint

Blank 6

- **A)** Linkedin
- **B)** LinkedIn

Blank 7

- **A)** YouTube
- **B)** Youtube

4. (Software handoff) Help the next shift find the materials for your demo. Choose which letters should be uppercase in each marked name or initialism.

"The **Api** notes are on **Github**, the **Javascript** slides are in **Powerpoint**, and I checked the demo links for **Youtube** and **Linkedin** on my **Iphone**."

Api: _____
Github and Javascript, in that order: _____
Powerpoint and Youtube, in that order: _____
Linkedin and Iphone, in that order: _____

Choose the correct option for each gap.

Blank 1

- **A)** A, P, and I
- **B)** A only

Blank 2

- **A)** G only; J only
- **B)** G and H; J and S

Blank 3

- **A)** both Ps; Y and T
- **B)** P at the start only; Y only

Blank 4

- **A)** L only; I only
- **B)** L and I; P only

5. (Project email) You're sending the latest test results to the project team. Which subject line follows your team's rule for sentence case?

Select one.

- **A)** New API Test Results on GitHub
- **B)** New API test results on GitHub

6. (Email subject lines) You're getting two planning emails ready to send: one is about reviewing a presentation, and one is about plans for a video. Your team writes the subject lines in sentence case. Select ALL the subject lines you can send as written.

Select all that apply.

- **A)** PowerPoint Review on monday, october 12
- **B)** PowerPoint review on Monday, October 12
- **C)** Powerpoint review on Monday, October 12
- **D)** Plans for the fall YouTube review in the first quarter
- **E)** plans for the Fall YouTube review in the First Quarter
- **F)** Plans for the fall Youtube review in the first quarter

7. You're writing a formal e-mail to your boss. You're filling in each blank with the proper form that uses capital letters correctly. Your draft is ready for the Westbrook Studio to check the layout before you send it to the client.

The draft is ready. _____ ask two _____ at _____ to check the layout; _____ _____ send the draft to the client.

Choose the correct option for each gap.

Blank 1

- **A)** please
- **B)** Please

Blank 2

- **A)** Designers
- **B)** designers

Blank 3

- **A)** Westbrook Studio
- **B)** Westbrook studio

Blank 4

- **A)** then
- **B)** Then

Blank 5

- **A)** i'll
- **B)** I'll

8. (Email to a client) Check your follow-up before you send it. For each note of editing, choose the list that includes all the words that you need to change. Neither 'client' nor 'team' is an official title.

"Good news: **i** have the draft from the **Client**. **tomorrow i'll** share it with the **Team**."

Add capitals to _____.
Remove capitals from _____.

Choose the correct option for each gap.

Blank 1

- **A)** tomorrow only
- **B)** i, tomorrow, and i'll

Blank 2

- **A)** Client and Team
- **B)** Team only

9. (Software handoff) Choose the official spelling of the phone's name to finish your update. Your team-mate needs to know which phone you used to test the checkout page.

"I tested the checkout page on my ___."

Select one.

- **A)** iPhone
- **B)** Iphone

10. You are about to send a business email to a client. Check the capital letters and select any bold part that is already correct.

Maya Chen approved the **draft**. **please** let your team know that **i** have the file and **I'll Send** it today.

Select all that apply.

- **A)** Maya Chen
- **B)** draft
- **C)** please
- **D)** i
- **E)** I'll
- **F)** Send