Printed letters, names and labels

English Pre-A1 starter

What this topic teaches

English uses 26 **letters** . Each letter has two printed forms: a **capital letter** and a **small letter** . Names, room labels and signs all use them.

- You will match the capital and small form of each letter.
- You will copy a short name and a room label exactly.
- Memory hook: two forms, one letter. *M* and *m* are the same letter in different sizes and shapes.

Capital and small letters

A–G	H–N	O–U	V–Z
A a	H h	O o	V v
B b	I i	P p	W w
C c	J j	Q q	X x
D d	K k	R r	Y y
E e	L l	S s	Z z
F f	M m	T t	
G g	N n	U u	

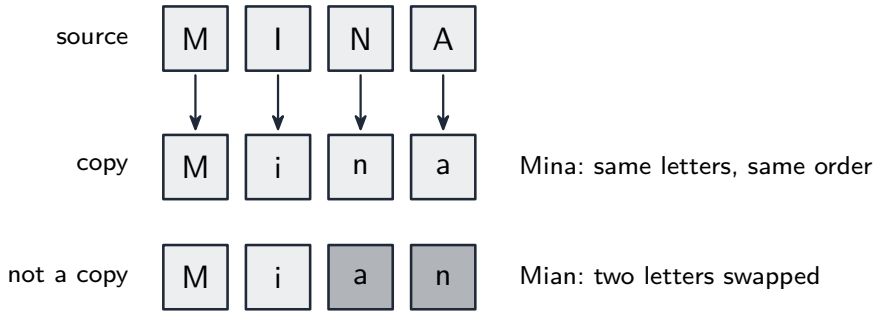
- Some pairs look alike: *C c*, *O o*, *S s*, *W w*.
- Some pairs look very different: *A a*, *G g*, *R r*. Learn these from the chart.
- This chart shows **shape**, not sound. It does not teach how a letter is said.

Copying a name

A name starts with a capital letter. The other letters are small.

Printed in capitals	Written as a name
MINA	Mina
TOM	Tom
LEE	Lee

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Copy every letter in order; swapping two letters makes a different name

- Copy every letter **in order**. *Mina* and *Mian* have the same four letters, but the order is different, so the name is different.
- Copy a person's own **spelling** . Do not change it to a name you know.

Repeated letters and letter order

- Keep **repeated** letters. *Lee* has two *e* letters. *Le* loses one, and that is a different name.
- Count the letters: *LEE* has three letters, so *Lee* must have three letters too.
- Changing capital to small keeps the name: *TOM* → *Tom*.
- Changing a letter changes the name: *Tom* → *Tim*.

Letters and digits in labels

Many labels mix letters and digits.

Label	Letter	Digit	Meaning
Room A3	A	3	the room called A3
Bus B7	B	7	the bus called B7

- Copy a label exactly: *A3*, not *3A*.
- *Room A3* is one room. The 3 is part of its name, not a count of three rooms.

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Watch out: traps for Chinese speakers

- △ **Capital I and small l can look the same** in some print: both are one tall line. Use the word to decide. *Ian* starts with a capital *I*; in *Ali* the tall line is a small *l*.
- △ **b and d, p and q are mirror shapes.** *b* has its round part on the right, *d* on the left. Copy slowly.
- △ **The letter O and the digit 0 look alike.** In *Room A0* the second sign is a digit, zero. In *TOM* it is the letter *O*.
- △ **Pinyin and English share letters, not sounds.** Pinyin *x* and English *x* are written the same, but this chart only teaches shapes.

Check yourself

Answer first, then read the explanation.

1. Write the small form of *G*. – **g**.
2. Write the capital form of *r*. – **R**.
3. Copy the name *ANNA* as a name. – **Anna**. Capital *A*, then *n n a*: keep both *n* letters.
4. Is *Mian* a correct copy of *Mina*? – **No.** The letters are in a different order.
5. Copy the label *Room B4*. – **Room B4**: the letter first, then the digit.

■ **Practice: copy exactly**

(6) LEO → ____ *(7) SARA →* ____ *(8) Room C2 →* ____

Answers. 6 **Leo**. 7 **Sara** – four letters, two *a*. 8 **Room C2** – not *Room 2C*.

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