When to Use Capital Letters in OET Writing
by Progressive Coaching

Capitalisation

Correct use of capitals is an important area to master when writing letters. Study the rules of usage below to ensure you use capital letters correctly in the OET Writing Subtest!

Rules of Usage

1. Medications and Diseases
   - Capitals are required for proper nouns. Proper nouns include the brand name of a drug or registered trademark
- Ritalin
- Voltaren
- Zocor

- The chemical constituent should be written in **lower** case.
  - penicillin
  - amoxicillin

- Names of diseases should always be **lower** case.
  - bowel cancer
  - high blood pressure
  - diabetes
  - epilepsy

- **Eponyms**: Some medical conditions are named after the person who discovered it. In this case the **first word** should be capitalised (this is
• Names of medical procedures do not require capitals.
  ○ orthopantomogram
  ○ x-ray
  ○ caesarian section

• Body parts should always be lower case
  ○ heart
  ○ adrenal gland
  ○ knee

2. Proper Nouns: Proper nouns name something specific as in the examples below. These words must always be capitalised.

• Job titles
  ○ The Lactation Consultant, Mater Hospital
  ○ The Veterinary Eye Specialist, University of
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2. **Proper Nouns**: Proper nouns name something specific as in the examples below. These words must always be **capitalised**.

- **Job titles**
  - The Lactation Consultant, Mater Hospital
  - The Veterinary Eye Specialist, University of
• Institutions
  o Mary Jones was admitted to Spirit Hospital.
  o Bloomfield works at Weller Point Medical Centre.

• Places including addresses
  o 168 Wickham Terrace, Spring Hill
  o 12 Logan Road, Mt Gravatt
  o 36 Barmore Street, Holland Park

• Titles when they precede the name of a person
  o The patient was seen by Doctor Smith.
  o Nurse Jones is in charge of the patient's care.
3. Common Nouns: Common nouns do not name any specific institution, place, person or profession. These words do not need to be capitalised.

- The patient was admitted to hospital.
- The patient does not have a family doctor.
- Steve is a teacher.
- Yoshiro is a doctor.
- Reza is a dentist.

4. Holidays, months, days of the week all need to be capitalised. However seasons do not.

- The baby was born on Christmas Day.
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- The baby was born on Christmas Day.
Christmas Day.
• The patient was admitted to hospital on January 12.
• Please come and see me on Wednesday.
• The vaccination will be available in spring.

5. **The pronoun "I" must always be capitalised.**
• It was I who treated the patient.

6. **Capitalise the first word of a salutation and the first word of a complimentary close.**
• Dear Dr. Jameson:
• Yours sincerely,

We hope this helps you in the OET Writing Subtest. Good luck!