

Punctuation

Full stop/Period ●

- Indicates the end of sentences/statements.
- Used after abbreviations.

Semicolon ;

- Joins two related complete sentences.
- Separates list items when commas are in the list.

Ellipsis • • •

Indicates that a sentence is incomplete, or that something has been omitted.

Comma

- Separates words in a list.
- Used with coordinative conjunctions.
- Separates phrases and clauses.
- Contains additional info, that could have been inserted into brackets.

“ ” Quotation Marks

- Also called inverted commas.
- Used to quote someone else's words.

Apostrophe ’

- Used for contractions.
- Shows possession.
- Indicate missing letters.

Brackets/Parentheses ()

- Contains additional information.

Question Mark ??

- Indicates that the sentence is a question.

! Exclamation Mark

- Shows strong feeling.
- Follows exclamations and interjections.
- Strengthens the tone of the statement.

Colon ● ●

- Introduces a list.
- Introduces a quotation.
- Used before a clause to explain a previous statement.