

Full Stop •

Marks the end of a sentence.

I will go to the zoo.

Follows most initials.

John F. Kennedy

Follows most abbreviations.

Jan.

Rev.

Apostrophe ,

Used to show ownership of an object.

Tim's hat.

**Used to show that letters have been missed out.
(Contraction)**

I don't know what happened.

Question Mark ?

Marks the end of a direct question.

Why are you late?

Or

How do you know?

Comma ,

Used to separate three or more single items on a list.

They ate pears, apples, plums, grapes and damsons.

Used to indicate a slight pause in a sentence.

I wore my favourite dress, the blue one.

Used to separate off parts of a sentence.

The teacher, Mr Owen, looked up.

Speech Marks “”

Placed around what is said.

Melissa said, “You sit there”.

Used round a quotation within another quotation.

Melissa said, “I told him to sit there, but he said ‘No’ to me”.

Exclamation Mark !

Used after something is shouted.

“Help!”

Used after an order is given.

“Come here!”

Used after a strong feeling is expressed.

“I am so unhappy!”

Semicolon ;

Used to indicate a pause longer than a comma but shorter than a full stop.

I only ate one cake for tea; I wish I had eaten two.

Used to separate groups of more than one word in a list.

“I took two books; four or five pencils; three pens; and a ruler.

Colon :

Used to introduce a quotation.

The farmer said: “Don’t put all your eggs in one basket.”

Used before dialogue in a script.

Cat: Lunch!

Mouse: You’ll be lucky.

Used to introduce a list.

We will need: Paper, pens, pencils.

Hyphen -

Used to join two separate words together to form a new expression.

Box-office

Fairy-tale

*(Can you think of any other words which can be joined together using a **hyphen** to make a new expression?)*

Brackets ()

Used to separate a word or phrase from the rest of the sentence, while providing extra information.

The dermatologist (skin specialist) looked at the back of my knee and gave me some cream for the sore patch of skin.

Dash —

**Used as a sign
of interruption.**

The police-officer began,
“The reason why I am here—”

“I don’t care why you are
here,” interrupted the man.