

# Punctuation

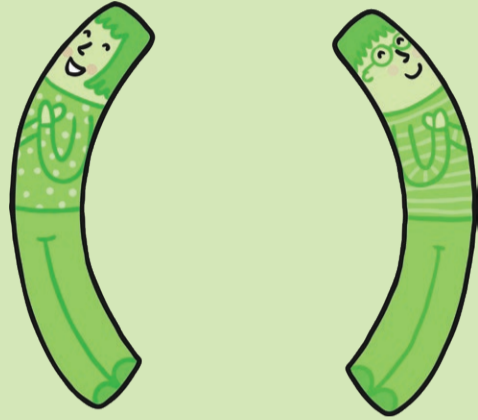
## Full Stop

This Punctuation mark is used to indicate the end of a sentence.



## Brackets

Round brackets are mainly used to separate information that isn't essential to the sentence. If you remove the section in brackets the sentence will still make sense. This is called parenthesis.



*Mount Everest (8,848m) is the highest mountain in the world.*

## Question mark

This punctuation mark is used to indicate that a question is being asked.

*Have you seen the film?*



## Exclamation mark

The main use of the exclamation mark is to end an interjection or exclamation and indicate strong feelings.

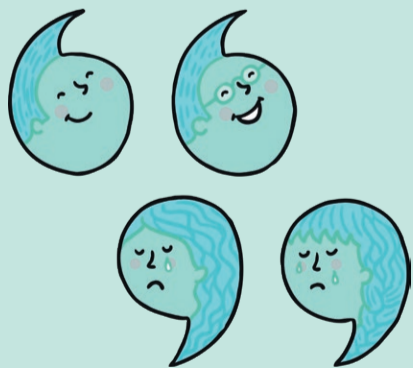
*Wow! Hello!*



## Inverted commas

Inverted commas are used to mark the beginning and end of direct speech.

*"What time will he arrive?"  
Mary asked.*



## Semicolon

Semicolons are used to separate two main clauses that are closely related to each other, but could stand on their own as sentences.

*I have a big test tomorrow; I can't go out tonight.*



## Apostrophe

Apostrophes have two main uses: showing possession and showing omission.



**Possession** - Here the apostrophe indicates that a thing or a person belongs or relates to someone or something.

*E.g. Ben's party.*

**Omission** - Here the apostrophe is used to show that letters or numbers have been omitted.

*I'm (short for I am)*

*He'll (short for he will)*

## Colon

Colons have two main uses:

- To separate two clauses where the second clause defines or explains the first.

*E.g. It wasn't easy to begin with: I had to find the right house.*

- To introduce a list.

*At the shop, I need to buy a few items: carrots, chicken, potatoes and fruit juice.*



# Punctuation

## Hyphens

Hyphen - links words or parts of words.



A hyphen is different from a dash because you do not leave a space between a hyphen and the words in the sentence. It is half as long as a dash.

A hyphen is used to show that a word continues on the next line.

*Gemma walked slowly towards the lion.*

A hyphen is used to link separate words into one new word.

*Mother-in-law*

## Dashes

Dash - creates a break in the sentence, halfway between , and .



A dash is usually used in more informal writing.

A dash shows a sharp break between two main clauses.

*This film was very informative — I learned a great deal.*

A dash marks out extra information embedded in the sentence.

*Playing in grandma's garden — which is huge — is always good fun.*

*One thing's for sure — he doesn't want to go!*

*I would like some cake — on second thoughts, maybe not.*

## Commas

A comma separates units of meaning in a sentence.



A comma separates items in a list.

*Jenna bought some apples, grapes, bananas and pears for her fruit salad.*

A comma separates off a subordinate opening.

*Although she was tired, Tilly went to the party.*

A comma marks out a relative clause (extra information that has been added into the sentence).

*The children, who were in class six, were very excited.*

## Ellipsis

An ellipsis is used to show an omission of a word or words from a text.



*They visited...it was fun.*

*Once upon a time...and they lived happily ever after.*

*"I decided to...then I left."*

## Capital Letters

Capital letters are used to show the start of a sentence.

*"The day was bright and sunny"*

Capital letters are also used to indicate **Proper nouns**.

Proper nouns are naming words for individual people, places, days of the week and months of the year.

*"It was **D**ecember and **K**evin was excited for **C**hristmas in **N**ew **Y**ork."*

