

PUNCTUATION

FULL STOP

Marks the end of a sentence.

A full stop ends a sentence.

COLON

Used to precede a list of items, a quotation, or an expansion or explanation.

On this camping trip you will need: hiking boots, canned food, an umbrella and sleeping gear.

APOSTROPHE

Used to indicate either possession or the omission of letters or numbers.

*Pushing the car all that way **can't** be done.*

QUOTATION MARKS

Used either to mark the beginning and end of a title or quoted passage.

The instructions read, "Avoid contact with eyes or face."

COMMA

Indicates a pause between parts of a sentence or separates items in a list.

I need to get home and feed my dog, my cat, my fish and my birds.

QUESTION MARK

Indicates a question.

What time did you want to meet for dinner?

BRACKETS

Used to enclose words or figures so as to separate them from the context.

Winston Churchill (Prime Minister of the United Kingdom during World War II) did his best to boost the country's morale.

ELLIPSES

Used to show omission of parts of a word or sentence.

Well you know what they say, "When life gives you lemons ..."

SEMI-COLON

Used to connect independent clauses and indicate a closer relationship between the clauses than a period does.

Call me tomorrow; I will give you my answer then.

HYPHEN

Joins words to indicate that they have a combined meaning or that they are linked in the grammar of a sentence.

*The amount of **user-generated** content is tremendous.*

EXCLAMATION MARK

Indicates an exclamation.

A tremendous quake shook the very ground beneath his feet!

DASH

Used to indicate a range in numbers or dates, or a break in thought or an interruption to speech. A dash is twice as long as a hyphen.

August 13 – September 18

*"But you said –"
"I remember what I said!"*