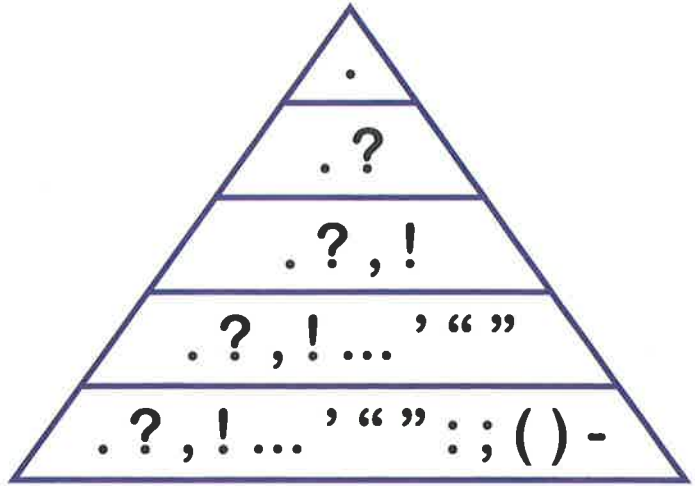


Punctuation



- A **full stop** (.) ends a sentence.
- A **question mark** (?) ends a sentence that asks a question.
- A **comma** (,) is used to separate parts of a sentence. It is also used to split up items in a list.
- An **exclamation mark** (!) is used at the end of a sentence to show a strong feeling or emotion like surprise, shock, pain, joy or anger.
- An **ellipsis** (...) is used to show that something has been left out or is not finished.
- An **apostrophe** (') is used to show ownership (The girl's coat). It is also used to show that a word has been shortened by missing out letters (I am = I'm, we will = we'll).
- **Inverted commas** (" ") are used to show that someone is speaking, they wrap around the words that are being spoken.
- A **colon** (:) is used to introduce a list or a following example.
- A **semi-colon** (;) is used to separate two parts of a sentence that could be written as two sentences. (I liked the book; it was great to read.) It is also used to split up items in a list. For example: I need a large bar of chocolate; a box of breakfast cereal; a mixing bowl and a wooden spoon.
- **Brackets** () are used to explain something or to add extra detail (elaborate).
- A **dash** (–) is used in writing instead of a comma, colon, semi-colon or brackets.
- A **hyphen** (-) is used to join two words or to divide a word that runs over two lines.