

SPEECH MARKS “”

Show the exact words someone said

- “Where is your homework?” the teacher asked.
- Georgia said, “My pet ate it.”

When using the titles of books, music, films, TV shows etc.

- Have you seen “Survivor: Antarctica” yet?
- I just read “Wicked” by Paul Jennings.
- Chloe wrote a story called “Holiday in Vietnam”.

APOSTROPHE ’

Shows where letters are missing

- we’re (we are)
- don’t (do not)
- who’s (who is)
- doesn’t (does not)

Shows who owns something

- Molly’s friend (the friend of Molly)
- the baby’s socks (the socks belonging to the baby)
- the babies’ socks (the socks belonging to the babies)
- James’s cat (the cat belonging to James)

COMMA ,

To separate in a list or series

- Dad bought apples, pears, grapes and juicy plums.
- The dog stopped, barked loudly, then ran away.

To make the meaning of sentences clear

- Mike said his sister is very sick. (Mike’s sister is sick.)
- “Mike,” said his sister, “is very sick.” (Mike is sick.)

Where we need to pause in a sentence

- Once upon a time, there was a little rabbit.
- A long, long time ago, unicorns roamed the earth.

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FULL STOP .

Ends a sentence

I’m not going to school.

For abbreviations, if the last letter of the word is not used

Mon. (Monday) cont. (continued)

In email and Internet addresses

asleep@lunchtime.com
http://www.prim-ed.com

QUESTION MARK ?

Asks a direct question

What are you eating? Why?

It’s going to rain, isn’t it?

What was Mum thinking of?