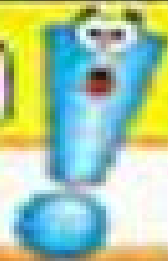


Punctuation!



•

period

Use a period to the end of a sentence
and after short abbreviations.
Always add a space after a period.

?

question mark

Use a question mark at the end of a sentence to
indicate that what follows is a question.
What? Where? How? Why? Not now?

!

exclamation mark

Use an exclamation mark after a
statement that expresses strong feeling.
Wow! What a surprise!

" "

quotation marks

Use opening and closing quotation marks to
show the words spoken by a person
or words that are being quoted.

()

parentheses

Use parentheses to include extra
information that is not essential to the
main sentence.

:

colon

Use a colon after an independent clause to
introduce a list or a sentence.
The night was beautiful and the stars were bright.

'

apostrophe

Use an apostrophe to show ownership, as in
John's car. Use an apostrophe to show a
contraction, as in don't.

,

comma

Use a comma between words in a list.
Apples, oranges, pears, and bananas.

Use a comma to separate clauses.
After having finished his homework, John went to bed.

Use a comma after words or phrases that
begin a sentence.

After breakfast, we went to the beach.

Use a comma after the greeting and closing of a letter.
Dear Mary Jane, Love, Mommy

