

Punctuation

Punctuation Mark	Purpose	Example
Full Stop 	A full stop is used at the end of a sentence or to show a word is abbreviated.	Tower St. is the oldest street in our village.
Exclamation Mark 	An exclamation mark is used at the end of a sentence which expresses strong feeling.	You are amazing!
Question Mark 	A question mark is used at the end of a sentence that asks a question.	Do you know what a question mark is used for?
Comma 	Commas are used to separate two or more nouns, to separate phrases or clauses or to separate direct speech.	Martin opened his bag, looked inside and said, "I have apples, pears and bananas."
Apostrophe 	Apostrophes are used to form contractions or to indicate possession.	I can't believe Jack's brother still hasn't arrived!
Colon 	A colon can be used to introduce a list, before someone speaks or instead of a full stop.	He was freezing; the temperature was below zero. Amy said: "I have eggs, flour and butter."
Semi-Colon 	A semi-colon is used to separate parts of a sentence. It is stronger than a comma but not as strong as a full stop.	Jane likes Indian food; Marco prefers Italian food.
Brackets 	Brackets can separate off parts of a sentence or put in an extra example.	The chicken (followed closely by her chicks) crossed the busy road.
Dashes 	A dash holds words apart. It is stronger than a comma but not as strong as a full stop.	There is only one food worth eating - spaghetti!
Ellipsis 	An ellipsis shows that words have been missed out.	He agreed that the prices were... reasonable.
Inverted Commas 	Inverted commas, or quotation marks are used: To enclose the exact words of a speaker, to indicate the titles of books, plays etc., to enclose a quotation, to emphasise a word, to show a word is slang or to enclose nicknames.	