

# PUNCTUATION

:

## Colon

A colon introduces extra information, such as a list. It connects part of a sentence, where the second part provides further explanation

George thought it was his Mum's fault: she shouldn't have moved his homework when she was tidying up.

.

## Full Stop

A full stop marks the end of a sentence

Sam had to push his bike all the way home. The front tyre had a puncture and was completely flat.

;

## Semi-Colon

A semi-colon links two clauses of equal importance. It is also used to separate items in a list, when the list already contains commas

The expedition may be on or off; it all depends on the weather. The guides are: John Doe, Biology; Sam Smith, Chemistry; Chloe Rhodes, Physics.

,

## Comma

A comma separates items in a list. It is also used to punctuate speech and separate sentences, such as clauses, to help clarify meaning

The bag contained trainers, shorts, a shirt, socks and a water bottle

Let's eat Grandma



Let's eat, Grandma

'

## Apostrophe

An apostrophe is used to show ownership or that a letter is missing

The rabbit's tail is black. (The tail belongs to the rabbit)

It is going to rain



It's going to rain

?

## Question Mark

A question mark indicates the end of a question

What is your name?

Do you know when to use a question mark?

()

## Brackets

Brackets are used to indicate parenthesis - extra information that is separate from the main sentence.

Dashes (see below) can also be used to separate extra information

!

## Exclamation Mark

An exclamation mark is used to end a dramatic sentence or statement

Don't touch that!

Stop, look out!

—

## Dashes

Dashes are also used to indicate parenthesis - extra information that is separate from the main sentence. They are twice the length of a hyphen.

All of the ingredients - tomatoes, basil, onions, garlic and chilli - were ready for cooking

“ ”

## Speech Marks

Speech Marks or inverted commas, indicate direct speech, i.e. the exact words spoken

"I like football" said Sam. "Me too" replied Ella, "Which team do you support?"

-

## Hyphen

A hyphen is used to join words together. It can join prefixes to root words, and words that are linked

She is an award-winning novelist.