

Punctuation

Full Stop (.) A full stop is used at the end of a sentence.

Example: It's a cold day.

Comma (,) A comma is used to separate long chunks of information into readable units.

Example: I bought eggs, bread, bacon and milk at the supermarket.

Apostrophe (') *possessive.* Is used to demonstrate ownership of something.

Example: Paul's car is fast.

Colon (:) A colon is used to announce a list or summary.

Example: The battle was a great struggle: hard, tough, and difficult.

Question Mark (?) Is used at the end of a sentence that asks a question.

Example: Can we go to the movies today?

Apostrophe (') *contraction.* Is used to indicate shortened version of a word.

Example: I can't go today.

Semi-Colon (;) A semi-colon is used to separate two sentences that have a close link.

Example: He has blue eyes; she has green eyes.

Exclamation Mark (!) An exclamation mark is used at the end of a statement.

Example: You are fantastic!

Speech Marks (") Is used to bracket words someone has said.

Example: "I want to buy new shoes," said Julie.