

Punctuation allows you to express your ideas clearly. You should aim to use a wide variety of punctuation marks accurately in your writing.

<p>Full stop.</p> <p>This is the most common way to mark the end of sentence and is used for statements.</p> <p><i>Most people are afraid of spiders.</i></p>	<p>Question mark?</p> <p>This is used at the end of a sentence that asks a question.</p> <p><i>How many people are afraid of spiders?</i></p>	<p>Exclamation mark!</p> <p>This is used to express strong feelings, excitement or orders.</p> <p><i>Afraid of spiders? Not me!</i></p>
<p>CAPITAL LETTERS</p> <p>Capital letters mark the beginning of every sentence. They are also used with proper nouns (names of people, places, days of the week and months),</p> <p><i>Once upon a time ...</i></p> <p><i>Fred</i></p> <p><i>London</i></p> <p><i>Friday</i></p> <p><i>July</i></p>	<p>Comma,</p> <p>Commas are used to show a pause. This can be to...</p> <p>separate two parts of a sentence, sometimes joined by a connective, e.g. <i>First came the lightning, then the thunder.</i></p> <p>separate words in a list</p> <p>separates a phrase or clause that gives extra information, e.g. <i>Fred, a boy in my class, was late for school.</i></p>	<p>Speech marks "..."</p> <p>These are used at the beginning and end of speech (words spoken out loud). The punctuation mark for the words spoken goes inside the speech marks.</p> <p><i>Fred asked, "Would you like some chocolate cake?"</i></p>
<p>Brackets (...)</p> <p>These are used to mark off extra information that isn't part of the main sentence.</p> <p><i>England (last year's winners) will play India in November.</i></p>	<p>Colon:</p> <p>A colon is often used at the start of a list:</p> <p><i>To do well in your test you will need: good revision notes, a nutritious breakfast and a decent night's sleep</i></p>	<p>Inverted commas or quotation marks '...'</p> <p>These are used at the beginning and end of quotations (words and phrases taken from a text).</p> <p><i>Macbeth says, 'This is a sorry sight.'</i></p>
<p>Apostrophe'</p> <p>Apostrophes have two functions:</p> <p>to show that a letter(s) has been left out, e.g. <i>I'm, haven't.</i></p> <p>to show possession, e.g. <i>Newcastle's team, last year's winner.</i></p> <p>NB. Don't confuse it's (meaning 'it is') with its (meaning 'belonging to it', e.g. <i>Its branches swayed in the wind.</i>)</p>	<p>Semi-colon;</p> <p>A semi-colon indicates a stronger pause than a comma and has two main functions:</p> <p>to separate main clauses that are in some way connected, e.g. <i>That night I crept out of the house; I would never see it again.</i></p> <p>or they can break up lists containing more than one word, like a comma, e.g. <i>Before the picnic we packed everything: a box for the plates and cutlery; cartons of sandwiches; two bottles of lemonade; a table cloth and napkins.</i></p>	<p>Dash –</p> <p>A dash is used to give extra information in an informal way, as you would separate two clauses with brackets or commas.</p> <p>A dash can also be used to emphasise the word or phrase that follows it, e.g. <i>It was more than just good – it was perfect.</i></p> <p>Dashes can sometimes be used to show a sudden shift in thought, e.g. <i>What she demonstrated was incredible – or so we thought.</i></p>

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Question mark?

This is used at the end of a sentence that asks a question.

How many people are afraid of spiders?

Exclamation mark!

This is used to express strong feelings, excitement or orders.

Afraid of spiders? Not me! No!

CAPITAL LETTERS

Capital letters mark the beginning of every sentence. They also are used with proper nouns (names of people, places, days of the week and months),

Once upon a time...

Fred

London

Friday

July

Comma,

Commas are used to show a pause. This can be to...

separate two parts of a sentence, sometimes joined by a connective, e.g. *First came the lightning, then the thunder.*

separate words in a list

separates a phrase or clause that gives extra information, e.g. *Fred, a boy in my class, was late for school.*

Apostrophe'

Apostrophes have two functions:

to show that a letter(s) has been left out, e.g. *I'm, haven't.*

to show possession, e.g. *Newcastle's team, last year's winner.*

NB. Don't confuse **it's** (meaning 'it is') with **its** (meaning 'belonging to it', e.g. *Its branches swayed in the wind.*)

Brackets (...)

These are used to mark off extra information that isn't part of the main sentence.

England (last year's winners) will play India in November.

Speech marks "..."

These are used at the beginning and end of speech (words spoken out loud). The punctuation mark for the words spoken goes inside the speech marks.

Fred asked, "Would you like some chocolate cake?"

Inverted commas or quotation marks '...'

These are used at the beginning and end of quotations (words and phrases taken from a text).

Macbeth says, 'This is a sorry sight.'