

PUNCTUATION PIT STOP



Full Stop

Full stops are used:

1) To mark the end of a sentence.

Kelly skipped along the path.

2) To show when a word has been abbreviated.

Saint Peter's Road
--> St. Peter's Road

Comma

Commas are used to separate parts of a sentence.

The door bell rang, startling Mr. Johnson.

Jake, realising he was late,
started running to school.

They are also used to separate items in a list.

My favourite vegetables are carrots,
peas, broccoli and potatoes.

Speech Marks

Speech marks show words that are spoken.

"What are you doing?"

shouted Mr. Stevens.

The policeman said,
"I saw Jim steal the chocolate."

"Can I borrow your coat?"
asked the old lady.

Question Mark

A question is a special type of sentence, so use a question mark at the end instead of a full stop.

What is your favourite food?

When would you like
to go to London?

How do you feel today?

Exclamation Mark

If you want to make a sentence stronger or more exciting, put an exclamation mark at the end.

He jumped into the pond!

I've won a million pounds!

You can also use exclamation marks with commands.

Stop! Get out of here now!

Semi-Colon

Semi-colons are used to separate two parts of a sentence that could be written as two separate sentences.

It was winter; the snow
was falling heavily.

They can also be used in a list made of longer phrases.

The cat had thin whiskers; piercing
eyes; soft ears and a long tail.

Colon

Colons are used:

1) When you are about to write a list.

I have three pet rats: Bert,
Ernie and Elmo.

2) To introduce a second part of the sentence.

The weather forecast was
wrong: it rained all day.

Apostrophe

An apostrophe is used:

1) To show where a letter (or more than one letter) has been missed out.

do not --> don't I am --> I'm

2) To show when something belongs to somebody.

Susan's game The doctors' surgery

Dash

Dashes are used to add extra information or comments to sentences.

Paul was scared - more scared
than he had ever been before.

She waited for a letter to arrive
- but nothing came.

Brackets

Brackets are used when the writer wants to add some extra information to a sentence.

Sally (the girl with the pink shoes)
was really upset!

Tigers are carnivores
(meat eaters).

Ellipsis

Ellipses are used:

1) To show a pause in someone's speech or thought.

"I think... I've won the lottery!"

2) To build tension or show that a sentence is not finished.

Paul looked up and couldn't believe what he saw...

Take a

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to review the punctuation you have used in your writing!