

Full Stop



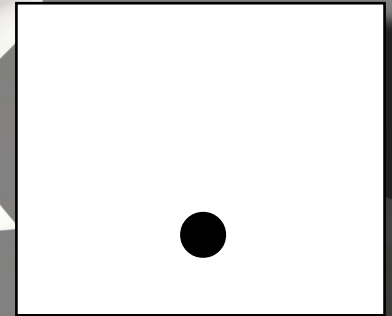
Full stops are used:

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



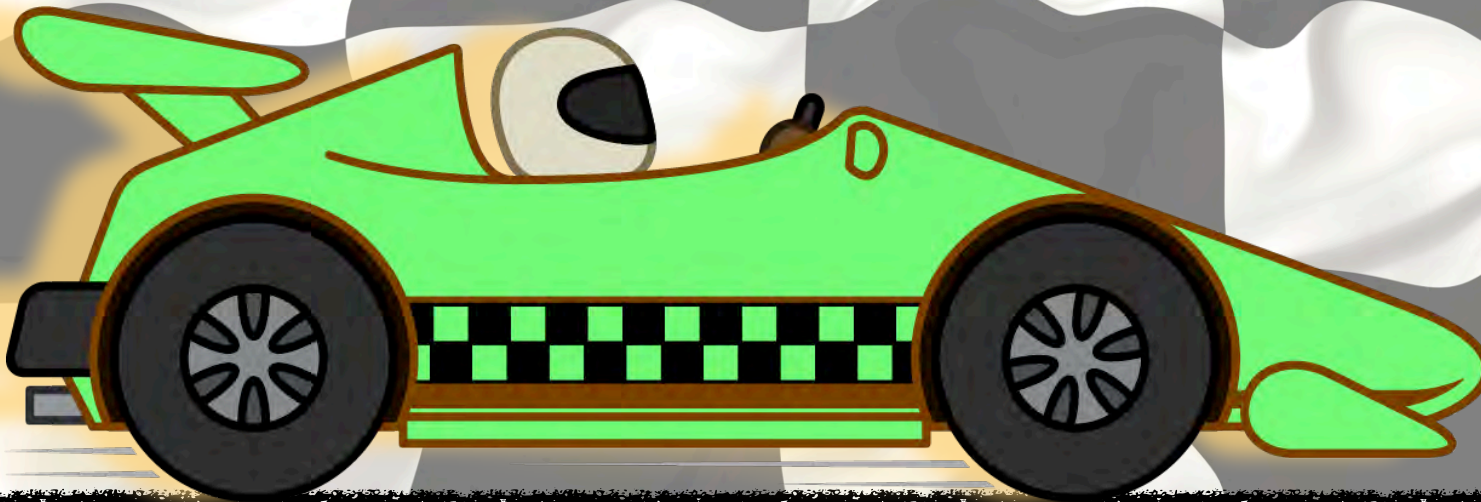
Speech marks show words that are spoken.

“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!

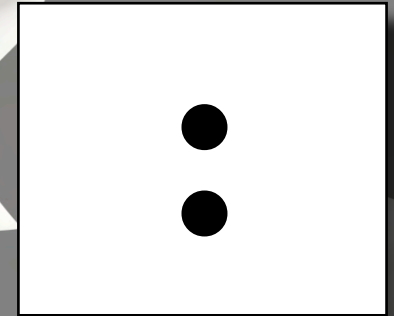


Colon



A colon can be used when you are about to write a list.
I have three pet rats: Bert, Ernie and Elmo.

Colons are also used to introduce a second part of the sentence.
The weather forecast was wrong: it rained all day.



Semi-Colon



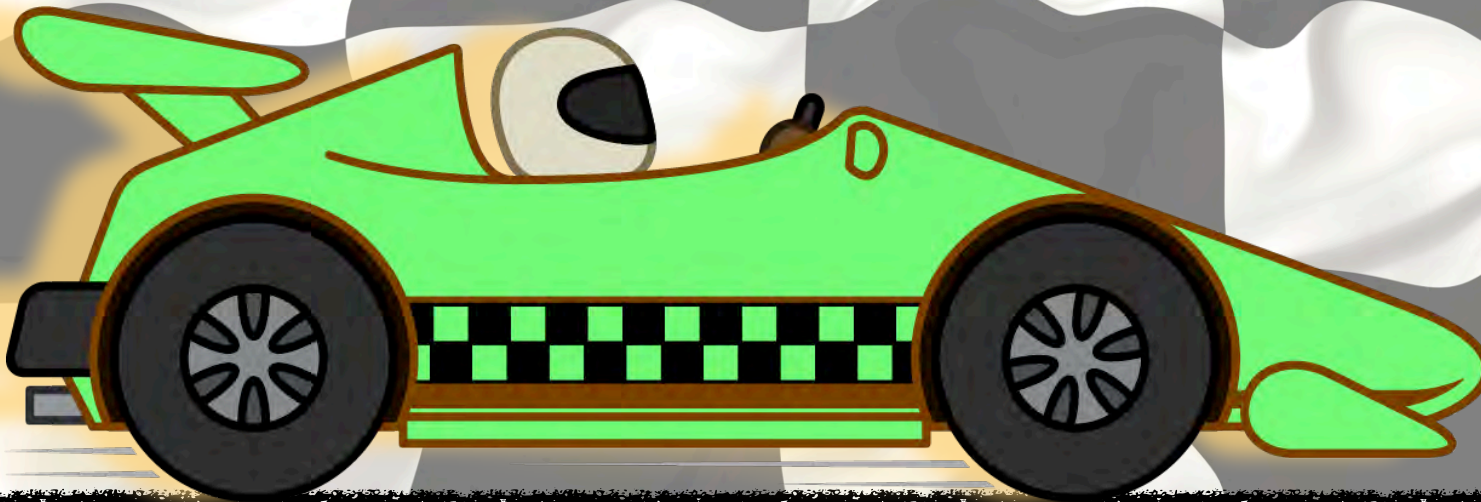
Semi-colons are used to separate two parts of a sentence that could be written as two separate sentences.

It was winter; the snow was falling heavily.

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

The cat had thin, twitching whiskers; piercing eyes; soft, pink ears and a long swishing tail.

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Ellipsis



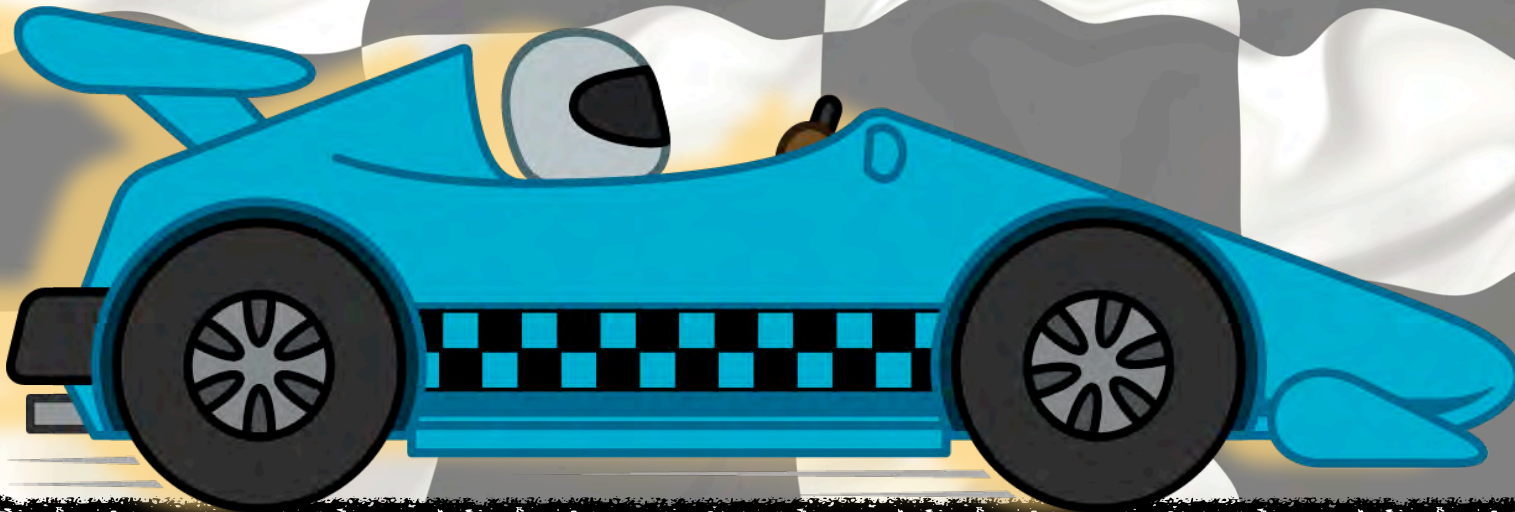
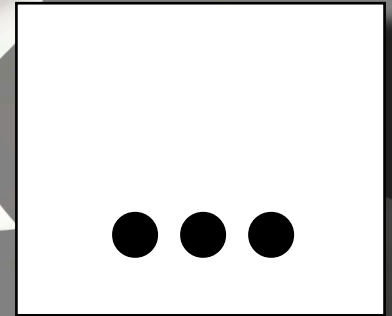
Ellipses are used:

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...



Apostrophe



An apostrophe is used to show where a letter (or more than one letter) has been missed out.

do not --> don't I am --> I'm We will --> We'll

Apostrophes are also used to show when something belongs to somebody.

Susan's game The doctors' surgery

,



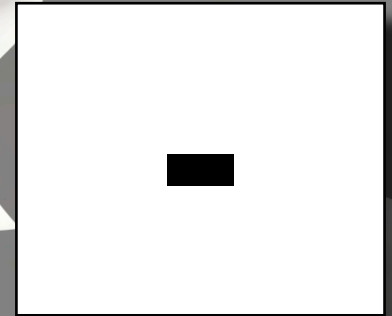
Dash



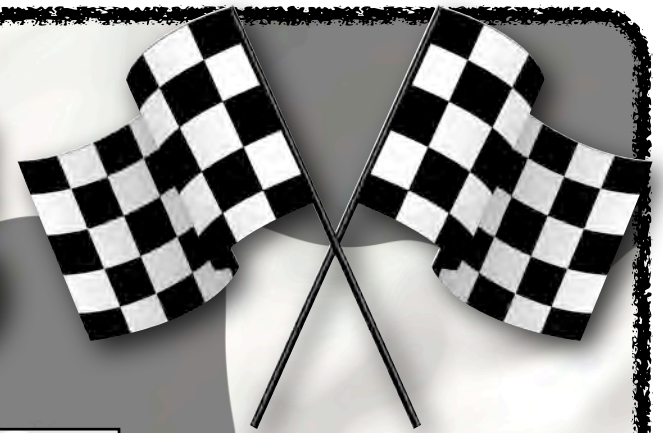
Dashes are used to add extra information or comments to sentences.

*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).

The new term at school starts on Monday (unfortunately).

