

Punctuation Skills

Here are some important things to know that will help you to improve your writing.

FULL STOP (.) Place a full stop at the end of a sentence that is not a direct question or exclamation.

EXAMPLE: He walked quickly past the door.

COMMA (,) Use a comma to show a natural pause in a sentence or to separate three or more items in a list

EXAMPLE: No, there are no more seats left today. I bought a new hat, scarf, gloves and bag.

SEMI-COLON (;) Use a semi-colon to connect independent clauses in a compound sentence.

EXAMPLE: There were too many eggs in the mixture; the cake was bound to sink.

COLON (:) Use a colon before a list of items or an explanation or an example.

EXAMPLE: I bought these items today: onions, tomatoes, peppers and potatoes.

QUOTATION MARKS ("") Use quotation marks to show direct speech.

EXAMPLE: "Here you are!" he said, "I wondered what had happened to you."

APOSTROPHES (') Use apostrophes where letters have been omitted or to indicate possession.

EXAMPLE: I'll (I will) go to the shops later today. That is the dog's blanket.

EXCLAMATION MARK (!) Use exclamation marks at the end of a sentence to show emotion such as anger, surprise or joy.

EXAMPLE: There was a loud bang!

HYPHEN (-) Use a hyphen to join two words or to divide a word that runs over from one line to the next.

EXAMPLE: brand-new

QUESTION MARK (?) Use a question mark at the end of a sentence to show that you are asking a question.

EXAMPLE: Do you like pasta?