

Punctuation

Read the following definitions before punctuating the sentences.

Full Stop

Marks the end of a complete sentence or statement, e.g. Ben really likes chocolate cake.

Question Mark

Used at the end of a direct question, e.g. What is your favourite colour?

Exclamation Mark

Indicates surprise, emphasis, strong emotion and sometimes disbelief, e.g. That's terrible!

Comma

Separates units of meaning in a sentence, e.g. I love playing basketball, tennis and badminton.

Semi-colon

Separates two main clauses that are closely related to each other, but could stand on their own as sentences, e.g. Heather likes oranges; James likes pears.

Punctuation

Colon

Comes after a complete sentence to introduce a list, quote or definition, *e.g. You should bring three things: flour, sugar and water.*

Dash

Separates elements within a sentence and indicates emphasis, interruption, or an abrupt change of thought. Can act as brackets or be used in place of the word 'to', *e.g. Could you please try - try your very hardest - to ignore him.*

Ellipsis

Indicates that one or more words are missing, *e.g. Indicates... words are missing.*

Brackets/Parentheses

Enclose additional related information, *e.g. I left you some cake (it's in the fridge.)*

Apostrophe

Indicates possession, or that letters have been left out, *e.g. That's Jerry's book.*

Quotation/Inverted Commas

Indicates quotes, direct speech and slang or foreign phrases, *e.g. "I'm sorry, I simply don't remember," she said.*
