

PUNCTUATION

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Colon

A colon introduces extra information, such as a list. It connects part of a sentence, where the second part provides further explanation

George thought it was his Mum's fault: she shouldn't have moved his homework when she was tidying up.

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Full Stop

A full stop marks the end of a sentence

Sam had to push his bike all the way home. The front tyre had a puncture and was completely flat.

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Semi-Colon

A semi-colon links two clauses of equal importance. It is also used to separate items in a list, when the list already contains commas

The expedition may be on or off: it all depends on the weather. The guides are: John Doe, Biology. Sam Smith, Chemistry. Chloe Rhodes, Physics.

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Comma

A comma separates items in a list. It is also used to punctuate speech and separate sentences, such as clauses, to help clarify meaning

The bag contained trainers, shorts, a shirt, socks and a water bottle

Let's eat Grandma

Let's eat, Grandma

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Apostrophe

An apostrophe is used to show ownership or that a letter is missing

The rabbit's tail is black. (The tail belongs to the rabbit)

It is going to rain

It's going to rain

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Question Mark

A question mark indicates the end of a question

What is your name?

Do you know when to use a question mark?

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Brackets

Brackets are used to indicate parenthesis - extra information that is separate from the main sentence.

Dashes (see below) can also be used to separate extra information

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Exclamation Mark

An exclamation mark is used to end a dramatic sentence or statement

Don't touch that!

Stop, look out!

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Dashes

Dashes are also used to indicate parenthesis - extra information that is separate from the main sentence. They are twice the length of a hyphen.

All of the ingredients - tomatoes, basil, onions, garlic and chilli - were ready for cooking

“ ”

Speech Marks

Speech Marks or inverted commas, indicate direct speech, i.e. the exact words spoken

"I like football" said Sam. "Me too" replied Ella. "Which team do you support?"

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Hyphen

A hyphen is used to join words together. It can join prefixes to root words, and words that are linked

She is an award-winning novelist.