

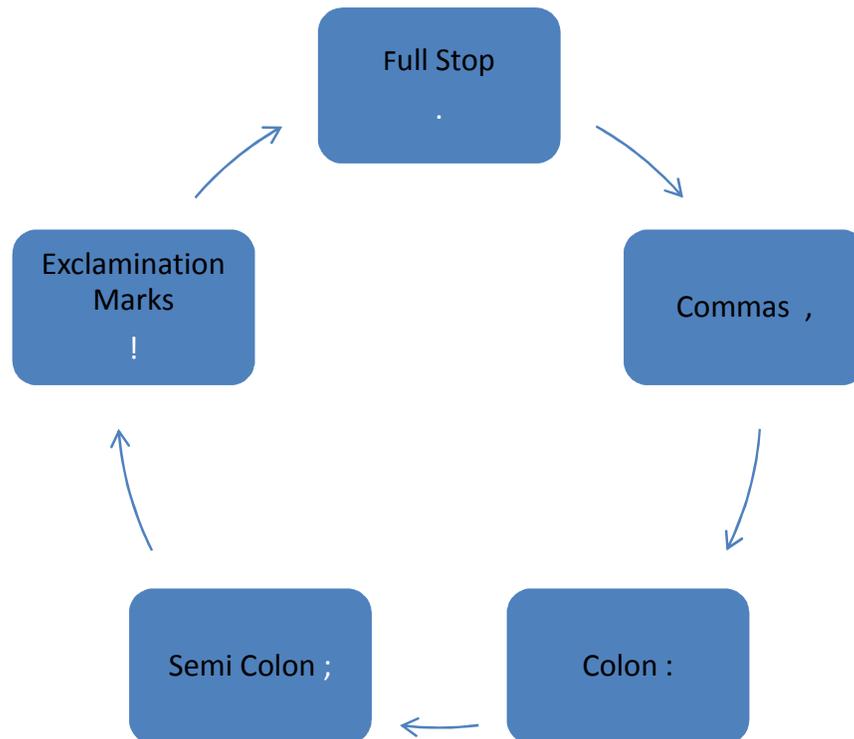
UNDERSTANDING HOW PUNCTUATION WORKS

It is important to note that in answering questions, your responses must be clear. Proper punctuation helps to convey your ideas clearly. Try to use a range of punctuation in your writing.

REMEMBER THEM!

UNDERSTAND THEM!

USE THEM!



Full Stops - Jack has a green bag. Use at the end of a statement.

Capital Letters - Monday was a sunny day. Start each sentence with a capital letter. Also use capital letters for people's names, places, days and months of the year, special names.

Commas - Use commas to separate parts of sentences, to add extra information and to list items.

Jack, please lend me your bag.

Today, I had biscuits, cakes, drinks and sandwiches for lunch.

Polly, the girl wearing the red dress, rushed across the busy road. Notice that if the extra information is removed, the sentence will still make sense.

Colon – Colon can be used to introduce a list. However, it should only be used for this purpose if it comes after a main clause. It can also be used to add an explanation
Jane likes eating all types of fruits: apples, mangoes, grapes, bananas, peaches and oranges.

Exclamation Marks Used to convey emotions

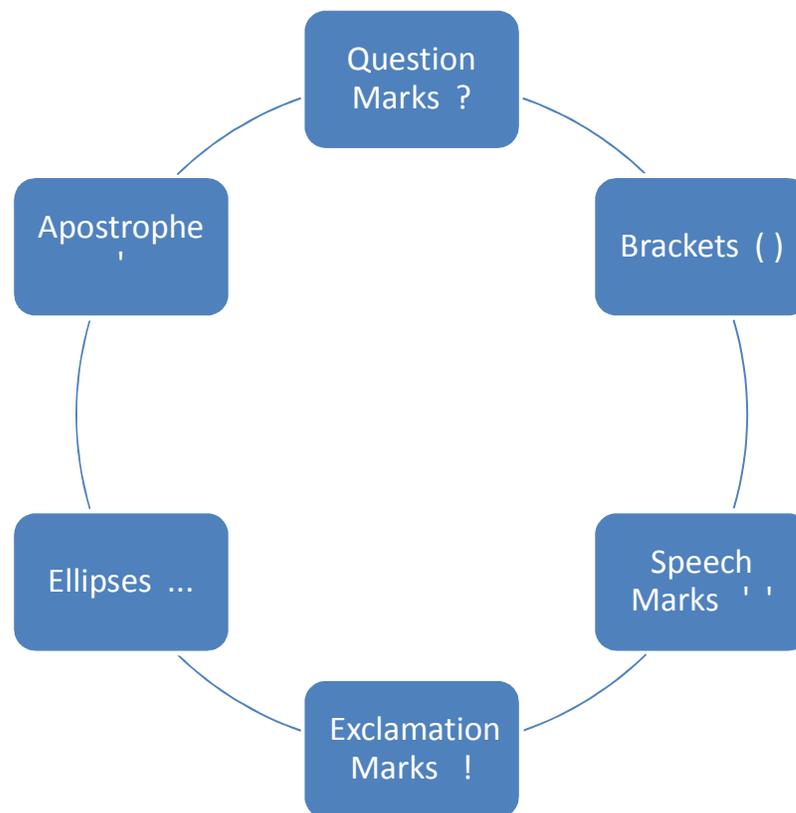
What a day!

We Won!

Semi Colon Semi-colons are useful for writing long lists of items. Like the colon, it must come after a main clause. They can also be used between two main clauses if the ideas expressed are related.

Ann uses any type of transport: she rides on the train; she hops on the bus; she rides her bicycle.

More Punctuation



Question Marks - Always use a question mark at the end of each question.

Can we go to the cinema today?

Brackets - Used to add further information.

I was surprised to see Uncle Jake (my favourite uncle) at the park.

Dashes – They can be used instead of comma to include additional information. When using dashes to include such information, ensure that you use two dashes, one at the beginning of the additional information you are stating and one at the end of that information. For example, **Paul- the baker- bakes very delicious cakes.** It can also be used to give an explanation or to emphasise an idea.

He asked for a large portion of meat- he had not eaten meat for weeks.

She was happy- very happy.

Speech Marks- Always use speech marks when you are writing exactly what someone says.
‘Your dress is very beautiful’, said Henry.

Apostrophes Used to show ownership and to abbreviate words.

Mary’s hat

I have - I’ve

Ellipses can be used to create suspense and indicate missing text. It can also be used to show hesitation.

She got up, looked through the window... she stood speechless. (Suspense)

Your hat looks ah... am... pretty (hesitation)

The painting had every imaginable colour: red, green, pink, blue...yellow (missing text)

