

Literacy - Punctuation

It is your punctuation that helps make your writing clear and easier to read and clarifies meaning to the reader. Reading your work aloud helps you see where punctuation is needed. Listed below are the 10 most common punctuation marks.

1. • **Full stop .**
Full stops are placed at the end of each sentence that is not a question or emotional quotation.
The book was great.
2. , **Comma ,**
Use a comma to indicate a pause in a sentence and to separate three or more items in a list.
I've been shopping. I bought bread, milk, eggs, sugar and butter.
3. ? **Question Mark ?**
Question marks are used at the end of a question.
How old are you?
4. ! **Exclamation Mark !**
Use an exclamation mark at the end of sentences to show surprise or deep feelings. Cracking good game! Hey you, stop!
5. : **Colon :**
Colons are used in sentences where lists or examples are to be described.
I like: music, sport, reading and playing computer games.
6. ; **Semi-colon ;**
Use a semi-colon to connect independent clauses in a compound sentence.
The ride was very scary; Chris felt ill.
7. ' **Apostrophe '**
Apostrophes indicate a possession, or they are used when a letter has been removed.
The boy's book. I didn't (did not) see her. I'll (I shall) find her.
8. " " **Speech Marks " "**
Speech marks are used to enclose direct speech.
"I can see you better now," he said.
9. () **Brackets ()**
Brackets (parentheses) are used to add extra information to a sentence.
My (first) driving test is tomorrow.
10. - **Dashes -**
Also separates extra information from the main sentence.
I passed my driving test - first time.