

Writing

Punctuation Marks

CHARACTER	HOW DO YOU SAY IT?	USE
M	<ul style="list-style-type: none"> capital 'm' / upper case 	<ul style="list-style-type: none"> Names, job titles, nationalities and languages, days, months.
.	<ul style="list-style-type: none"> full stop (UK) / period (US) dot point 	<ul style="list-style-type: none"> At the end of a sentence In email and web addresses In decimals
,	<ul style="list-style-type: none"> comma 	<ul style="list-style-type: none"> A brief pause To separate words in a list After linking words e.g. <i>However,</i>
!	<ul style="list-style-type: none"> exclamation mark 	<ul style="list-style-type: none"> To add emphasis Express laughter or anger.
?	<ul style="list-style-type: none"> question mark 	<ul style="list-style-type: none"> At the end of a sentence to show a question.
:	<ul style="list-style-type: none"> colon 	<ul style="list-style-type: none"> Introduce items in a list.
;	<ul style="list-style-type: none"> semi-colon 	<ul style="list-style-type: none"> Separate longer items in a list.
'	<ul style="list-style-type: none"> apostrophe 	<ul style="list-style-type: none"> In abbreviations to show letters have been missed out. To show possession or the relationship between people.
" "	<ul style="list-style-type: none"> quotation marks 	<ul style="list-style-type: none"> To show the beginning and end of reported speech To show a quoted word, phrase or title.
-	<ul style="list-style-type: none"> hyphen / dash 	<ul style="list-style-type: none"> To join two words or more to form compound words.