Used to end a sentence.

Full Stop

Used at the end of asking sentences.

Question Mark Used after interjections, humorous sentences or to show surprise & excitement.

Exclamation Mark

Used to separate lists, introductory words and clauses.

Comma



Used to show an interruption, thought or as a cliff hanger ending!

Ellipses

Used to show possession.

Apostrophe

Used around the words someone is saying.

Speech Marks 66 99

Informs the reader that what follows the mark proves, explains, or lists further information.

Colon

Used in hyphenated words.

Hyphen

•

Serves as a comma (mostly in informal writing).



Used to separate longer, linked clauses or in lists after a bullet point.

Semi



Used to add
extra
information,
asides or more
detail.

Brackets