Punctuation Marks

Punctuation marks are symbols that are used to separate or organize, written language to give your writing a professional look.

Period (.)

The period is used to end a sentence.
For example: "I am going to the store."

1

Comma (,)

2

The comma separates items in a list, and clauses in a sentence, and indicates a pause in a sentence. "Example: "I need to buy milk, eggs, and bread at the store."

Exclamation mark (!)

3

The exclamation mark is used to show strong emotion or emphasis. Example: "I can't believe I won the lottery!"

Question mark (?)

4

The question mark is used to indicate a question.
For example: "What time is it?"

Colon (:)

The colon is used to introduce a list or to emphasize a point. For example: "There are three things I need from the store: milk, eggs, and bread."

5

Semicolon (;)

6

The semicolon is used to separate two independent clauses that are closely related. For example: "I have to work tonight; however, I'll be off tomorrow."

Quotation marks (")

7

Quotation marks are used to indicate direct speech or a quote. For example: "She said, 'I'll be there at 6:00.'"

Apostrophe (')

8

The apostrophe is used to indicate possession or to show the omission of letters. For example: "The cat's fur is soft." "Don't forget to bring your umbrella."

Hyphen (-)

9

The hyphen is used to link words together or to indicate a word break at the end of a line. For example: "well-known" or "re-enter."

Ellipsis (…)

10

The ellipsis indicates that something has been left out of a quote or to show a pause in speech. For example: "She said, 'I'm not sure…'" or "He said, 'I really love that movie, but…it's hard to explain.'"

Dash (--)

The dash is used to indicate a break in thought or to emphasize a point. For example: "The weather outside--it's terrible--is making me want to stay inside."

11

Parentheses (())

12

Parentheses are used to enclose extra information in a sentence. For example: "John (who is my neighbor) is a doctor."

Slash (/) -

The slash is used to indicate a choice between two options. For example: "Do you prefer chocolate/vanilla ice cream?"

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