

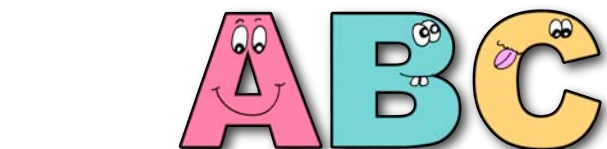
Full Stop

Full stops are used:



1) To mark the end of a sentence.
Kelly skipped along the path.

2) To show when a word has been abbreviated.
Saint Peter's Road --> St. Peter's Road



Capital Letters

The first word of a sentence begins with a capital letter.

The dog barked at the postman.

Names, titles and dates also start with a capital letter.

Paul Germany Mrs. Jacobs

Don't forget to use a capital letter for the pronoun 'I' too.

Exclamation Mark

If you want to make a sentence stronger or more exciting, put an exclamation mark at the end.

*He jumped into the pond!
I've won a million pounds!*

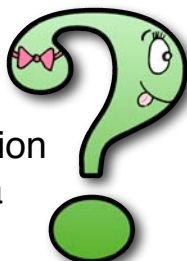
You can also use exclamation marks with commands.

*Stop!
Get out now!
Sit down quietly!*



Question Mark

A question is a special type of sentence, so use a question mark at the end instead of a full stop.



*What is your favourite food?
When would you like
to go to London?
How do you feel today?*

Apostrophe

An apostrophe is used to show where a letter (or more than one letter) has been missed out.



do not --> don't

I am --> I'm

We will --> We'll

Apostrophes are also used to show when something belongs to somebody.

*Susan's game
The doctors' surgery*

Inverted Commas



Inverted commas show words that are spoken.

"What are you doing?" shouted Mr. Stevens.

The policeman said, "I saw Jim steal the chocolate."

"Can I borrow your coat?" asked the old lady.

Comma

Commas are used to separate parts of a sentence.

The door bell rang, startling Mr. Johnson.

They are also used to separate items in a list.

*My favourite vegetables
are carrots, peas, broccoli
and potatoes.*



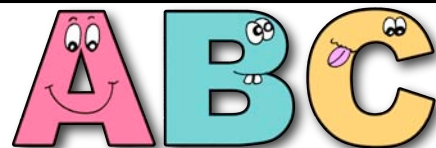
Full Stop

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1) To mark the end of a sentence.

Kelly skipped along the path.

2) To show when a word has been abbreviated.

Saint Peter's Road --> St. Peter's Road



Capital Letters

The first word of a sentence begins with a capital letter.

The fox squeezed through the gap in the fence.

Names, titles and dates also start with a capital letter.

Paul Germany Mrs. Jacobs April Monday

Don't forget to use a capital letter for the pronoun 'I'.

Comma

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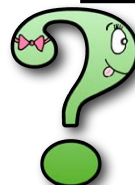
Stop! Get out now!

Question Mark

A question is a special type of sentence, so use a question mark at the end instead of a full stop.

What is your favourite food?

How do you feel today?



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We will --> We'll

Apostrophes are also used to show when something belongs to somebody.

Joe's game Teachers' desks



Dash

Dashes are used to add extra information or comments to sentences.

Paul was scared - more scared than he had ever been before.

She waited for a letter to arrive - but nothing came.



Semi-Colon

Semi-colons are used to separate two parts of a sentence that could be written as two separate sentences.

It was winter; the snow was falling heavily.

They can also be used in a list made of longer phrases.

The cat had thin, twitching whiskers; piercing eyes; soft, pink ears and a long swishing tail.



Colon

A colon can be used when you are about to write a list.

I have three pet rats: Bert, Ernie and Elmo.

Colons are also used to introduce a second part of the sentence.

The weather forecast was wrong: it rained all day.



Brackets

Brackets are used when the writer wants to add some extra information to a sentence.

Sally (the girl with the pink shoes) was really upset!

Tigers are carnivores (meat eaters).

The new term at school starts on Monday (unfortunately).



Ellipsis

Ellipses are used:

1) To show a pause in someone's speech or thought.

"I think... I've won the lottery!"



2) To build tension or show that a sentence is not finished.

Paul looked up and couldn't believe what he saw...

Hyphen

Hyphens are shorter than dashes. They are used to link words together. Here are some examples:

*upside-down
sugar-free
bad-tempered*



Punctuation