

# Punctuation marks

## Summary

Name		Use	Example
.	Full stop	To mark the end of a sentence.	<i>I miss you.</i>
,	Comma	To separate items in a list. Use <b>and</b> instead of a comma for the last item on the list.  To separate parts of a sentence.	<i>I'm going to buy shoes, a dress, a jacket and a hat.</i>  <i>If it were you, would you be honest?</i>
?	Question mark	Used in place of a full stop to indicate a question.	<i>What do you think?</i>
'	Apostrophe	To show shortened forms and where letters are missing.  To show possession.	<i>I'm living in Seoul now.</i>  <i>That is Mike's cake.</i>
!	Exclamation mark	To show emphasis.	<i>Now! Really!</i> <i>Get out!</i>
:	Colon	To introduce a list of items.	<i>Remember that you need to pack the following: toothpaste; sun cream; soap.</i>
;	Semi-colon	For separating parts of a long compound sentence when the sentence already contains commas.	<i>Remember that you need to pack the following: toothpaste; sun cream; soap.</i>
- .	Dash or Bullet points	Use when emphasising a list of items or series of points when laying out text. To start a new line.	<i>I have experience using:</i> <i>- Microsoft Word</i> <i>- PowerPoint</i> <i>- Excel spreadsheets</i>
-	Hyphen	Used to join the parts of compound words.	<i>The hotel was full of 90-year-old men.</i>
( ) [ ]	Brackets	These enclose additional information, less important information, explanations or comments not essential to the main text.	<i>Luisa (my sister) has moved to Barbados.</i>
" "	Speech marks	To enclose direct quotes.	<i>"When it rains it pours," said Mr Kim.</i>