

# Punctuation

Use a full stop ( . ) at the end of a sentence.



Joel will feed the rabbit some carrots.

Use a question mark ( ? ) at the end of asking a question.



What flavour of fruit juice do you like?

Use an exclamation mark ( ! ) at the end of a sentence expressing strong emotion.



I love my new fish!

Use quotation marks ( " " ) to enclose the exact words a person says.



Emma said, "We can go swimming later".

Use an apostrophe ( ' ) in place of the missing letter or letters in a contraction.



I'm going to play hockey today.

Use an apostrophe before an s ( 's ) to show ownership by one person or thing.



Jim's shirt is yellow.

Use an apostrophe after an s ( s' ) to show ownership by more than one person or thing.



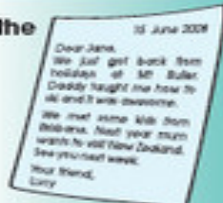
The girls' both have brown hair.

Use a comma ( , ) to separate the day of the week from the month of the year when writing a date in a sentence.



Today is Friday, 7 May 2010.

Use a comma ( , ) after the greeting and after the closing in a letter.



Dear Jane,  
Your friend,

There is no need to use punctuation marks when addressing an envelope or writing the address in a letter.

James Cohen  
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