

Punctuation



Punctuation Mark	Rule	Example
•	Full Stop Used at the end of a sentence, unless the sentence is a question or an exclamation. Used after initials and some abbreviations.	The cat is asleep on the bed. The letter was addressed to Mr P. Long. e.g. is the abbreviation of "for example".
?	Question Mark Used at the end of a sentence where a question is asked.	What time is it?
—	Hyphen Used to join two syllables or words or to divide words into parts.	The doll cried "boo-hoo". Three is one-third of nine.
!	Exclamation Mark Used to indicate strong feeling.	Wow! That was fantastic!
,	Comma Used before dialogue in a sentence. Used before the conjunction in a compound sentence. Used to separate items in a list. Used to separate thousands. Used to separate a city and a state.	Then John said, "I'm too busy to go out." I wanted to do the washing, but it was raining. At the shop, Mum bought carrots, potatoes, spinach and cabbage. Everest is 29,028 feet high. She lives in Frazer, Canberra.
:	Colon Used to indicate a list. Used to separate hours from minutes.	He offered: help, shelter and food. It is 4:57am.
()	Parentheses Use parentheses or brackets to enclose words or figures that are used as a side comment.	The basketball team scored twenty-seven (27) points in the first half of the game.
'	Apostrophe Used to indicate ownership. Used in contractions.	That is Paul's car. I can't believe that's true.
“”	Quotation Marks Used in direct quotations.	"Please stand quietly," said the teacher.