



## Punctuation

Punctuation is very important as it is this that makes the meaning of a sentence clear.

<b>Full Stop (.)</b>	Use a full stop at the end of a sentence that is not a question or exclamation.
<b>OUR EXAMPLE</b>	Marianne closed the door.
<b>YOUR EXAMPLE</b>	
<b>Comma (,)</b>	A comma is used to either indicate a natural pause in a sentence or to separate three or more items in a list.
<b>OUR EXAMPLE</b>	John picked up the apples, pears, oranges and bananas.
<b>YOUR EXAMPLE</b>	
<b>Semi-colon (;)</b>	A semi-colon can be used as a pause, longer than a comma, but shorter than a full stop. It can be used to join two separate ideas, each complete enough to be a sentence.
<b>OUR EXAMPLE</b>	Sue came home late from work; the house was in complete darkness.
<b>YOUR EXAMPLE</b>	
<b>Colon (:)</b>	Use a colon before a list of items, or preceding an explanation or example.
<b>OUR EXAMPLE</b>	I have several favourite foods: chips, pizza and pasta.
<b>YOUR EXAMPLE</b>	
<b>Speech Marks ("")</b>	Speech marks are used to enclose direct speech.
<b>OUR EXAMPLE</b>	"Quiet, class," shouted Mr Smith, "as this is very important."
<b>YOUR EXAMPLE</b>	
<b>Apostrophe (')</b>	An apostrophe can be used to indicate possession or when letters have been omitted.
<b>OUR EXAMPLE</b>	It's (it is) not your pen, it's (it is) Nigel's (possessive).
<b>YOUR EXAMPLE</b>	
<b>Parenthesis ( )</b>	Additional pieces of information can be placed in parenthesis, that is between a pair of brackets, dashes or commas.
<b>OUR EXAMPLE</b>	Three countries, (England, Scotland and Wales), attended the conference.
<b>YOUR EXAMPLE</b>	