

## Punctuation

	Uses	Examples
Capital letter	<ul style="list-style-type: none"> <li>• for the first letter of a sentence</li> <li>• for countries, nationalities, languages, religions, names of people, places, events, organizations, trademarks, days, months, titles</li> <li>• for titles of books, films, etc.</li> <li>• for abbreviations</li> </ul>	<p><i>Fishing is popular in Britain.</i></p> <p><i>Portugal, Africa, Russian, Moslem</i></p> <p><i>Joanne, John, Dubai, Geneva, the World Trade Fair, Jaguar, the Internet, Sunday, February, Mr. / Mrs. / Ms. / Dr. / Professor</i></p> <p><i>Silence of the Lambs</i></p> <p><i>OPEC, AIDS, WWF</i></p>
Full stop UK/ period US  .	<ul style="list-style-type: none"> <li>• at the end of a sentence</li> <li>• sometimes after an abbreviation</li> <li>• as the decimal point in figures and amounts of money. This is usually read out as 'point'</li> <li>• to separate parts of email and web addresses. This is read out as 'dot'</li> </ul>	<p><i>I'm going for a walk.</i></p> <p><i>Marton Rd. / Mrs. White / Dr. Evans</i></p> <p><i>£3.5 million</i></p> <p><i><a href="http://dictionary.cambridge.org">http://dictionary.cambridge.org</a></i></p>
Question mark  ?	<ul style="list-style-type: none"> <li>• after a direct question</li> <li>• to show doubt</li> </ul>	<p><i>What's your name?</i></p> <p><i>Sidney Morgan (1898? – 1972) was little known until after his death.</i></p>
Exclamation mark  !	<ul style="list-style-type: none"> <li>• at the end of a sentence in order to show surprise/shock, etc.</li> <li>• to indicate a loud sound</li> </ul>	<p><i>I can't believe it!</i></p> <p><i>Ouch! Yes!</i></p> <p><i>Bang!</i></p>
Comma  ,	<ul style="list-style-type: none"> <li>• between items in a list</li> <li>• to show a pause in a long sentence</li> <li>• when you want to add extra information</li> <li>• before tag questions</li> </ul>	<p><i>I need peas, butter, sugar and eggs.</i></p> <p><i>They didn't want to eat before I'd arrived, but I was an hour late.</i></p> <p><i>Lucy, who I told you about before, will be coming.</i></p> <p><i>You do love me, don't you?</i></p>

	<i>Uses</i>	<i>Examples</i>
Apostrophe ;	<ul style="list-style-type: none"> <li>• for missing letters</li> <li>• for possessives</li> </ul> <b>Note:</b> <ol style="list-style-type: none"> <li>1. words ending in 's' don't need another 's' added</li> <li>2. <b>it's</b> can only be an abbreviation for <b>it is</b> or <b>it has</b>. There is no apostrophe in the possessive form.</li> </ol>	<i>I'll (I will), it's (it is), don't (do not)</i> <i>Noah's bike</i>  <i>James' house</i>  <i>It's raining.</i> <i>Paris never loses its charm.</i>
colon :	<ul style="list-style-type: none"> <li>• to introduce a list or a quotation in a sentence</li> <li>• in the US following the greeting in a business letter</li> </ul>	<i>You need the following: paint, brushes, water, cloths.</i> <i>Dear Customer:</i> <i>Dear Mr Stein:</i>
semi-colon ;	<ul style="list-style-type: none"> <li>• to separate two parts of a sentence</li> </ul>	<i>I spoke to Linda on Monday; she can't come to the meeting tomorrow.</i>
hyphen -	<ul style="list-style-type: none"> <li>• to join two words together</li> <li>• to show that a word has been divided and continues on the next line</li> </ul>	<i>blue-black</i>  <i>Everyone in the room was struck by his air of sadness.</i>
dash —	<ul style="list-style-type: none"> <li>• to separate parts of sentences</li> <li>• to mean <b>to</b></li> </ul>	<i>The car – the one with the broken window – was parked outside our house.</i> <i>The London – Edinburgh train leaves every morning at eight.</i>
quotation marks/ <i>UK also</i> inverted commas “ ” “ ”	<ul style="list-style-type: none"> <li>• to show that words are spoken</li> <li>• to show that someone else originally wrote the words</li> </ul> <b>Note:</b> Single quotation marks are more usual in UK English, and double quotation marks are more usual in US English.	<i>'I'm tired,' she said.</i> <i>"Let's go," he suggested.</i> <i>She had described the school as 'not attracting the best pupils'.</i>