

## STUDENT HANDOUT: PUNCTUATION

### Punctuation

**Full Stop (.)**: Used at the end of a sentence or abbreviation, showing a notable pause.

**Exclamation mark (!)**: after emphasis, exciting, loud, showing a sudden cry or remark,

**Question mark (?)**: used to indicate a question

**Brackets ( )**: used to enclose words, to add supporting information

**Semi-colon (;)**: showing a more notable pause between two parts of a sentence

**Colon (:)**: used before a list, quotation or explanation

**Ellipsis (...)**: a cliff hanger, used to indicate omission of words

**Apostrophe (')**: contraction (of two words into one) to indicate missing letters e.g. it is – it's, or possession e.g. Sam's house

**Speech marks ("")**: Indicating oral expression or expression of thought. Used to indicate dialogue

### Punctuation: The comma

#### Used for:

- **To separate a series of words in a list**: E.g. 'spoon, fork, knife...'
- **Use before a short quotation**: E.g. Henry states, 'There was but one man...'
- **An expression used parenthetically and for adding more information** should be enclosed by **two** commas: E.g. 'The old man, as a general rule, takes a morning walk.'
- **When a verb is omitted a comma takes its place**: E.g. 'Lincoln was a great statesman; Grant, a great soldier.'
- **The subject of address is followed by a comma**: E.g. 'John, you are a good man.'
- **When you begin a sentence with a phrase or dependent clause to introduce a subsequent independent clause, separate the clauses with a comma**. E.g. 'After many years as a criminal prosecutor, she ascended to the bench.'
- **Place a comma after a transitional word, such as moreover, however, furthermore, on the other hand,;** E.g. 'Moreover, she convinced the judge that her client had been out of state at the time of the burglary'
- **Use to separate two adjectives**: E.g. 'It was a long, twisty road.'
- **When joining two independent clauses with a conjunction, place a comma before the conjunction**. E.g. 'The customer ate every piece of the apple pie, and the waitress brought another pie.'
- **Place commas inside quotation marks**: E.g. 'it isn't much good writing an essay,' when you cannot use commas.