

# Punctuation

## A Capital Letter

START !

Used at the beginning of a new sentence.

e.g. Tom was shaken. His hands were cold

Used for proper nouns (names of specific people, places, things).

e.g. Tom, Mrs Smith – person's names

Tesco, India, Solihull – place names

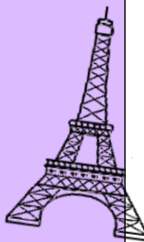
Monday, Friday – days of the week

June, April – months of the year

Christmas, Diwali – festivals

Snickers, River Nile, Mount Everest – specific nouns

The Hobbit, Jumanji – titles



## Full Stop



Used at the end of a sentence, unless the sentence is a question or an exclamation.

e.g. Tom was shaken. His hands were frozen.

"Where are you?" asked May.



## Question Mark



Used at the end of a question.

e.g. Where are you?

Remember – statements can be turned into questions, so would need a question mark.

e.g. I'm going to school. (statement)

I'm going to school? (question)



## Exclamation Mark



Used at the end of an exclamation sentence.

e.g. What a brilliant idea that is!

How scary that was!



They can be used to punctuate the end of a command or statement if a strong emotion is expressed.

e.g. Go away!

Stop right there!

I'm not going!

## Apostrophe



Used to show possession (something belonging to someone or something else).

Singular nouns - the apostrophe comes before the 's'.

e.g. Melina's dog.

Singular noun ending in 's' - add another 's' after the apostrophe.

e.g. Charles's bag was stolen.

Plural nouns – add an 's' after the apostrophe.

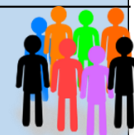
e.g. The children's books were on the table.

Plural nouns ending in an 's' – add an apostrophe after the 's'.

e.g. The girls' coats were hung on pegs.

Also used to show omission (missing letters in words).

These words are called contractions. e.g. can't I'll we've shouldn't





## Comma

Used to separate words in a list.

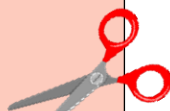
e.g. Ben bought eggs, cheese, a chips and milk.

Used to separate a subordinate clause from a main clause.

e.g. While the cat slept, the mouse came out to play.

Used to show parenthesis (extra information).

Mr Miller, who has grey hair, is a teacher.  
The car, swerving dangerously, sped down the road.



## (Brackets)

Used to separate extra information in a sentence (parenthesis), just as commas and dashes do.

e.g. A frog (with red spots) jumped up.



## Dashes



Used to separate extra information in a sentence (parenthesis), just as commas and brackets do.

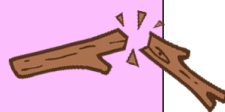
e.g. My hat – which is red – is lost.

Used to show a sharp break between main clauses.

The film was very shocking– I cried a lot.

Dashes are longer than hyphens.

Leave a space left between dashes and the words.



## Hyphen



Used to link words or parts of words.

e.g. mother-in-law co-pilot pre-date re-enter

Hyphens are shorter than dashes.

No space left between hyphens and the words.



## Colon



Used to introduce a list.

e.g. You will need: glue, glitter and paper.

Used to link two sentences when the second sentence helps to explain the first.

e.g. We found the key: Dad had moved it.



## Semicolon



Used to separate more complex items in a list.

e.g. Sarah packed a large blanket; several pillow cases; her mother's perfume; and warm winter socks.

Used to link two independent clauses that are close in meaning but could stand alone as two separate sentences.

e.g. The lion licked its lips; it was lunch time.



## “ Inverted Commas ”

Used to enclose (trap) spoken words in direct speech.

e.g. “We’re going out,” stated Tim.

George shouted, “Go away!”

Within direct speech there will be other punctuation before the speech is closed.

e.g. “We’re going out,” stated Tim. (comma)  
George shouted, “Go away!” (exclamation mark)  
“Where are you?” asked Sue. (question mark)  
Fred stated, “I don’t know where it is.” (full stop)

