

# Using punctuation

.	Full stop	Used to end a sentence - also called period.	This is my book.
?	Question mark	Used at the end of a question or interrogation.	Where is your book?
!	Exclamation mark	Used at the end of a sentence or phrase to add emphasis	Wow!! What a fantastic book!
,	Comma	Used as a separator between words. Helps to make the meaning clear.	He has a book, a pencil, a pen and a ruler.
'	Apostrophe	1-Takes the place of missing letters. 2-Used to show possession	He's = he is    don't = do not Bill's car    Ann's bag
"-----" '.....'	Quotation marks	Used to show direct speech. Can be single or double - also called inverted commas.	She said, "My name is Ann." 'Goodbye,' he called.
(   )	Brackets	Also called parenthesis. Used to set off remarks that explain but are not part of the main sentence.	Eat some green leafy vegetables (broccoli, cabbage, lettuce) every day.
-	Hyphen	Used to divide words or to connect words.	X-ray,    twenty-three, ex-husband, mother-in-law
;	Semi colon	Used to join two connected complete thoughts.	The guests are arriving; they are almost at the door.
:	colon	Shows a division in writing, or before a list	Groceries for tomorrow: milk, bread, sugar, cheese, oranges.

**Add punctuation to these sentences (Use Capital letters where needed):**

1. when is he getting his new car
2. ouch that really hurt
3. im going home now she said
4. she went to the shop and bought carrots beans bread and milk
5. i visited my brother in law on the weekend
6. stop you cant go in there
7. when is your appointment
8. pauls car has broken down
9. The plumber who was working at the house with the tiled roof parked his truck on the footpath.
10. on duty next thursday mary bill tom jill
11. he goes to bed at 8 o clock
12. would you like a biscuit

Answers:

1. When is he getting his new car?
2. Ouch! That really hurt!
3. "I'm going home now," she said.
4. She went to the shop and bought carrots, beans, oranges, bread and milk.
5. I visited my brother-in-law on the weekend.
6. Stop! You can't go in there.
7. When is your appointment?
8. Paul's car has broken down.
9. The plumber, who was working at the house with the tiled roof, parked his truck on the footpath.
10. On duty next Thursday: Mary, Bill, Tom, Jill.
11. He goes to bed at 8 o'clock.
12. Would you like a biscuit?