Punctuation Manual

1. Period (.) - Used to end a sentence.

2. Comma (,) - Used to separate items in a list, set off nonessential information, and join independent clauses with a coordinating conjunction.

3. Question Mark (?) - Used at the end of a sentence to indicate a direct question.

4. Exclamation Point (!) - Used to indicate strong emotion or emphasis at the end of a sentence.

5. Colon (:) - Used to introduce a list, quotation, or explanation.

6. Semicolon (;) - Used to join closely related independent clauses.

7. Apostrophe (') - Used to indicate possession, in contractions, and to form plurals of lowercase letters.

8. Quotation Marks (" ") - Used to indicate direct speech, a quotation, or to highlight a specific word or phrase.

9. Hyphen (-) - Used to join words, to indicate a range, and to break a word at the end of a line.

10. Dash (—) - Used to indicate a pause or a change in thought within a sentence.

11. Ellipsis (...) - Used to indicate omitted words or a trailing off of thought.

12. Parentheses () - Used to enclose additional information or aside within a sentence.

13. Brackets [] - Used to enclose added information within a quotation or to clarify a point within a quote.

Remember that correct usage of punctuation can significantly impact the clarity and readability of your writing.