

Punctuation

Teachers Resources

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Punctuation

Definitions

Here are some definitions to help you use these different punctuation marks in your writing.

- The comma (,) Commas are used whenever a reader ought to take a pause. They are also used to separate words in a list.
- The semi-colon (;) A semi-colon links two or more simple sentences, providing the sentences are linked by a common theme.
- The colon (:) This usually shows that some example, explanation or list is going to follow. It is also used to punctuate speech in plays.
- The dash (–) This is used to show a

strange change in thought, or to show hesitation in speech.

- The hyphen (-) A hyphen is used to join two or more words into a new, compound word.
- Speech Marks (") These are used to show when a character is speaking out loud to another character. They are sometimes shown as " in some books.
- The Apostrophe (') This is used in two ways. Either to show contracted words or to show possession.
- Exclamation (!) These are used to show command, surprise and when an author is trying to interject hard-hitting phrases.
- Question (?) Used to show a person is asking a direct question!