

## Punctuation Marks

Mark	Name	Use
.	full stop period (US)	<p>1. At the end of a sentence (a group of words that make sense in their own right) that is not a question or exclamation: <i>The letter arrived. He sat down to read it.</i></p> <p>2. With abbreviations: <i>Etcetera à etc.</i> <i>Saint Mary à St. Mary</i></p> <p>The next word needs a capital letter: <i>He went to the sweet shop. He wanted to buy some toffee.</i></p> <p>Use one space between the full stop and the first letter of the next sentence.</p>
,	comma	<p>1. To separate words in a list: <i>I speak English, Spanish, and German.</i> The comma is often omitted before "and".</p> <p>2. To connect two sentences, before a conjunction like "and, but, or, so...": <i>He lives in Germany, but he is Spanish.</i></p> <p>3. With dates, between the date of the month and the year: <i>January 13, 1995</i> (But: January 1995)</p> <p>4. With large numbers, to break the numbers into thousands: <i>2,000,000</i></p>
:	colon	<p>1. To introduce a list of items: <i>These are our options: we go by bus or we take the car.</i></p> <p>2. To introduce an explanation / more information about the first sentence: <i>He never works in the garden: it is always overgrown and full of weeds.</i></p>
?	question mark	At the end of a sentence that asks a question: <i>How are you today?</i>
!	exclamation mark	<p>1. At the end of a sentence to express emotion (surprise, joy, anger, shock...): <i>Help!</i> <i>That's marvellous!</i></p> <p>2. After an interjection: <i>Ouch!</i></p> <p>3. After a command: <i>Do it now!</i></p>
/	slash / slant	<p>1. To indicate a choice between the words it separates: <i>Press your browser's Refresh/Reload button.</i></p> <p>2. In a Uniform Resource Locator (URL) for a World Wide Web address: <a href="http://www.carmenlu.com/first_year.html">http://www.carmenlu.com/first_year.html</a></p>
'	apostrophe	<p>1. In possessive forms: <i>This is Helen's coat.</i></p> <p>2. In contracted forms (the apostrophe shows that letters have been omitted): <i>it is à it's</i> <i>what is à what's</i> <i>cannot » can't</i></p> <p>3. To show the plural of letters and numbers: <i>You should dot your i's.</i> <i>I like the music from the 1980's.</i></p>
( )	parentheses / round brackets	To include information that you want to de-emphasize: <i>I live in Tenerife (Los Realejos), a beautiful island.</i>
...	ellipsis	<p>1. To denote an unfinished sentence: <i>He drew his gun and ...</i></p> <p>2. When you are quoting material and you want to omit some words: <i>I think that modern music ... is rubbish.</i></p>