# Punctuation Marks

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