

Parentheses are used to add in extra information. Brackets, dashes and commas can be used.

The athletes — all 24 of them — were ready.

The athletes (all 24 of them) were ready.

The athletes, all 24 of them, were ready.



Exclamation marks mark the end of an exclamation.

Ouch! That hurts! What big teeth you have!

Apostrophes

Apostrophes are used for omission (missing out letters) or possession (showing belonging).

Would not

wouldn t

The pencil belongs to Molly. It is Molly's pencil.





Expected Punctuation

Full stops mark the end of a sentence.

I like shopping. It is over there.

Question marks

Question marks mark the end of a question.

Where is it? What's the time?



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Commas

Commas separate words in a list.

These might be adjectives or a list of objects.

The old, bearded wizard.
I packed my books, pencil case and lunchbox.

Commas also separate an independent clause from a subordinate clause.

Although it was raining, we still went outside. Since it is my birthday, we're going out.

Commas separate fronted adverbials from the rest of the sentence.

After that, add the mixture to the cauldron. Across the road, she spotted her enemy.

Inverted commas



Inverted commas are used to punctuate direct speech.

"How lovely to see you!" exclaimed Mum.