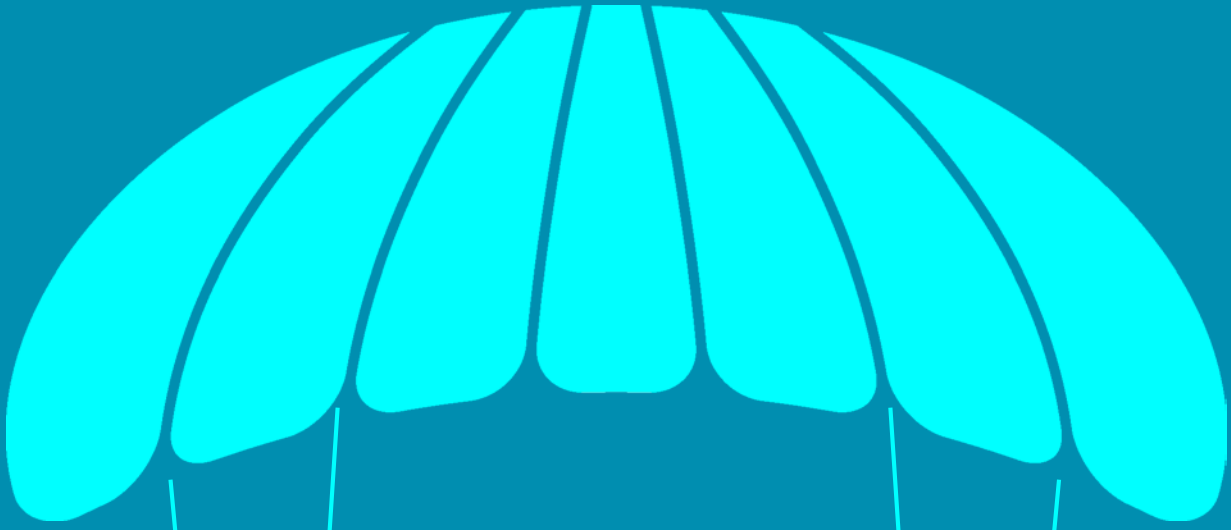


Punctuation



:

The colon

- To start a list – eg “To do: complete essay, finish homework”
- Within a heading or title – eg “Bingham Fitness: what can I do?”

!

The exclamation mark

- To show strong feelings such as love, fear or anger – eg “Wait! I love you!”
- To add emphasis to single words – eg “Help!”

,

The comma

- Separates items in a list – eg “I need to buy: eggs, bread, milk and fruit”
- Used to separate adjectives – eg “The boy was happy, eager to start his holiday”
- Used to create a pause

;

The semi colon

- To join connecting sentences – eg “We set out at dawn; the weather looked promising”
- To assemble detailed lists – eg “I bought shiny, ripe apples; small, sweet grapes; and firm pears”

,

The apostrophe

- To show possession or ownership – eg “Sophie’s hat was green (singular – the hat belongs to Sophie) or “The girls’ toilets” (plural – the toilet belongs to all girls)
- To show where a letter is missing – eg “Don’t” (replaces the ‘o’ in “do not”)