



Perfect Punctuation



Stage One: Punctuation to present simple ideas	Stage Two: Punctuation to develop ideas.	Stage Three: Punctuation to present sophisticated ideas.
<p>FULL STOP The full stop is used at the end of a sentence. A sentence is a group of words which makes complete sense. After a full stop, we need a capital letter.</p> <p><i>The cat sat on the mat. (A complete sentence that contains a noun and a verb.)</i></p> <p>QUESTION MARK The question mark is used at the end of a question. It replaces a full stop.</p> <p><i>Isn't it time we said no to the opening of more fast food establishments?</i></p> <p>EXCLAMATION MARK The exclamation mark is used when using an interjection or to express surprise or strong emotion. It replaces a full stop.</p> <p><i>Help! That was amazing!</i></p>	<p>COMMA</p> <ul style="list-style-type: none"> The comma (,) is used to separate the main clause of a sentence from the subordinate clauses. <i>Tom, who was late for school, ran for the bus.</i> The comma (,) is also used to separate items in a list. (and replaces the comma between the final two items). <i>For lunch, I had crackers, cheese, olives and an apple.</i> <p>APOSTROPHE</p> <ul style="list-style-type: none"> The first use of the apostrophe is to show possession. (when something belongs to someone) <i>It is Oliver's ball.</i> The apostrophe is also used when letters are omitted (left out) from a word or words. The apostrophe always goes in the place where letters are missing. (e.g. doesn't, isn't, won't, you're, mustn't, they're). <p>SPEECH MARKS/ INVERTED COMMAS Speech marks are used to indicate direct speech. Inverted commas are used to indicate quotations. (evidence) <i>"Can I go to the shop" Jenny asked.</i></p>	<p>DASH The dash is used to indicate pauses in hesitant speech and for dramatic effect. Can be used as brackets to show a change in thought. <i>This is very important—are you listening to me?</i></p> <p>BRACKETS Brackets are used to enclose extra information within a sentence. <i>Romeo and Juliet (a tragic love story) is a play by William Shakespeare.</i></p> <p>SEMI-COLON</p> <ul style="list-style-type: none"> Semi-Colons separate items in a list that are long and complicated. It can also be used to separate clauses within a sentence that are balanced and closely connected. <i>Mavis was a Sixth Form student at the local school; she was a hard-working and pleasant girl.</i> <p>COLON</p> <ul style="list-style-type: none"> The colon (:) is used to introduce a list and longer quotations. To introduce an explanation or an example. You make a short statement and then expand on it. <i>His sporting talents are impressive: he won both the cricket and tennis cups.</i>