

### 3.5 PUNCTUATION

Punctuation refers to the marks used in writing to clarify meaning and separate different parts of a sentence.

It helps readers understand the flow, pauses, and meanings of sentences.

#### Common Punctuation Marks

Period (.)

Comma (,)

Question Mark (?)

Exclamation Mark (!)

Colon (:)

Semicolon (;)

Quotation Marks (“ ”)

Apostrophe (’)

Parentheses (())

Dash (–)

#### **The full stop/period (.)**

The period marks the end of a declarative sentence.

Usage: Used at the end of statements.

Example: *I like to read books.*

#### **The Comma (,)**

The comma separates elements within a sentence for clarity.

Usage:

To separate items in a list: *I bought apples, bananas, and oranges.*

After introductory elements: *After school, I will go home.*

To set off non-essential information: *My friend, who loves cats, is visiting today.*

### **The Question Mark (?)**

The question mark is used at the end of a direct question.

Example: *What time is the meeting?*

Example for a yes/no question: *Do you like pizza?*

### **The Exclamation Mark (!)**

The exclamation mark shows excitement, surprise, or emphasis.

Example: *Wow! That's amazing!*

Example: *Watch out!*

### **The Colon(:)**

The colon introduces a list, explanation, or a quote.

Example: *He brought three items: a pen, a notebook, and a laptop.*

Used before quotes: *She said: "I will arrive at 5 pm."*

### **The Semicolon (;)**

The semicolon connects closely related independent clauses or separates items in a list when commas are already used.

Usage:

Example: *I have a meeting today; I'll be busy until 3 pm.*

Example in a list: *We visited Paris, France; London, England; and Rome, Italy.*

## Quotation Marks (“ ”)

Quotation marks are used to enclose direct speech, quotations, or titles.

Usage:

Example: *He said, “I will be there soon.”*

Titles of articles, short stories: *I read the article “The Future of Technology.”*

## The Apostrophe (’)

The apostrophe shows possession or forms contractions.

Usage:

Possession: *It’s Sarah’s book.*

Contractions: *Don’t forget to call me.*

## Parentheses (())

Parentheses are used to enclose extra information or clarifications.

Example: *He finally answered (after thinking for a while).*

Note: The sentence can often be understood without the information inside the parentheses.

## The Dash (–)

The dash is used to create emphasis or introduce a summary or conclusion.

Example: *She was the best player in the team – no one could beat her.*

Example: *There’s one thing I know – I won’t give up.*

## **Rules for Capitalization**

Always capitalize the first word of a sentence and proper nouns.

The first word of a direct quote also starts with a capital letter.

## **Punctuation Practice**

Fill in the blanks with appropriate punctuation.

*Do you want to go to the party \_\_\_\_\_*

*My favorite colors are red \_\_\_\_\_ blue \_\_\_\_\_ and green.*