PUNCTUATION

Punctuation marks

.

Full stop

Ends a sentence that is a statement or command.

?

Question mark

Ends a question.

!

Exclamation mark

Shows strong feeling or a shout.

,

Comma

Separates items in a list or parts of a sentence.

'

Apostrophe

Shows missing letters or belonging: don't, Sam's.

" "

Speech marks

Go around the exact words someone says.

( )

Brackets

Add extra information to a sentence.

:

Colon

Introduces a list or an explanation.