

.	Full stop	Used at the end of a normal sentence
?	Question mark	Used at the end of a sentence that is a question
!	Exclamation mark	Used at the end of a word or phrase to show an emotion
,	comma	Used to separate the items in a list
,	comma	Used to separate a non - essential piece of information from the rest of the sentence
’	apostrophe	Used to show that one or more letters are missing
’	apostrophe	Used to show that something belongs to someone or something

-	Hyphen or dash	Used to join a compound word together
( )	Brackets or parentheses	Used to separate information in a sentence
• •	colon	Used to indicate the start of a list
• •	colon	Used to join two sentences together <b>closely</b>
• ;	Semi-colon	Used to join two sentences together when <u>not</u> using ‘and’ or ‘but’
• ;	Semi-colon	Used to separate the items in a list
“ ”	Speech marks	Used to show direct speech in a sentence