

# PUNCTUATION CHART

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| <p><b>1. COMMA ,</b></p> <p>(a) Indicates a slight pause within the sentence.</p> <p>(b) Indicates words in apposition.</p> <p>(c) Used before or after a participial phrase.</p> <p>(d) Marks off a person addressed or spoken to (nominative of address).</p> <p>(e) Separates a list of items or series of words or phrases (replaces 'and').</p> <p>(f) Used after 'yes' or 'no' when they begin a sentence in answer to a question.</p> <p>(g) Separates expressions or exclamations.</p> <p>(h) Introduces direct speech.</p> <p>(i) Indicates an ellipsis (omitted words).</p> <p>(j) May be used to indicate parenthesis.</p> <p>(k) Marks off a non-defining relative clause.</p> | <p>e.g. however, moreover, therefore.</p> <p>(f) May be used instead of a colon to balance parts of a sentence, or separate antithetical clauses.</p>  | <p><b>7. ELLIPSIS DOTS . . .</b></p> <p>(a) Indicate omitted words in extracts or quotations.</p> <p>(b) Mark interruptions.</p> <p>(c) Indicate words understood.</p>  | <p>(b) Forms compound nouns, adjectives.</p> <p>(c) Indicates stammering.</p> <p>(d) Used in place of 'to' between places, dates, times.</p> <p>(e) Helps to avoid ambiguity.</p>                                    |
| <p><b>2. SEMICOLON ;</b></p> <p>(a) Separates one part of a sentence from another, when a longer pause than that of a comma is required.</p> <p>(b) Replaces a connective (conjunction, adverb) between clauses.</p> <p>(c) Does the work of a comma when there are too many commas in a sentence.</p> <p>(d) Separates clauses in which one is elliptical.</p> <p>(e) Precedes certain connectives within a sentence.</p>   | <p><b>3. COLON :</b></p> <p>It introduces:</p> <p>(a) a quotation</p> <p>(b) a speech or summary</p> <p>(c) a list or series of ideas</p> <p>(d) an explanation or definition</p> <p>(e) a title or reference.</p> <p>(f) It may also replace a semicolon to balance two parts of a sentence in contrast (antithetical clauses).</p> | <p><b>8. DASH —</b></p> <p>(a) Emphasises what precedes or follows.</p> <p>(b) Provides a dramatic pause.</p> <p>(c) Interrupts abruptly.</p> <p>(d) Sets apart an afterthought or reflection.</p> <p>(e) Indicates hesitant speech.</p> <p>(f) Hints at an unexpressed thought in an incomplete sentence.</p> <p>(g) Indicates omitted words or letters.</p> <p>(h) Indicates parenthesis more decisively than commas or brackets.</p>   | <p><b>10. BRACKETS ( ) or [ ]</b></p> <p>(a) Indicate parenthesis (additional information).</p>  |
| <p><b>5. QUESTION MARK ?</b></p> <p>Used at the end of a direct question to:</p> <p>(a) indicate a query</p> <p>(b) express doubt.</p>   | <p><b>4. FULL STOP .</b></p> <p>(a) Marks the end of a complete sentence.</p> <p>(b) Used after initials and certain abbreviations, in which the last letter of the abbreviation is <i>not</i> the last letter of the full word.</p>   | <p><b>9. HYPHEN -</b></p> <p>(a) Divides a word to:</p> <ol style="list-style-type: none"> <li>1. carry on an incomplete word to the next line</li> <li>2. clarify pronunciation</li> <li>3. indicate precise meaning.</li> </ol>   | <p><b>11. INVERTED COMMAS (or QUOTATION MARKS) ‘ ’ or “ ”</b></p> <p>Used for:</p> <p>(a) quotations</p> <p>(b) announcements</p> <p>(c) titles (titles of books should be underlined)</p> <p>(d) direct speech.</p> |
| <p><b>6. EXCLAMATION MARK !</b></p> <p>Ends:</p> <p>(a) a sentence</p> <p>(b) an interjection</p> <p>(c) a command.</p> <p>Indicates tone in:</p> <p>(a) strong emotion</p> <p>(b) determination</p> <p>(c) astonishment</p> <p>(d) irony.</p>   | <p><b>12. APOSTROPHE ’</b></p> <p>(a) Indicates possession (ownership).</p> <p>(b) Marks missing letters in contracted words or phrases.</p> <p>(c) Used before plural 's' in abbreviations, numbers or letters.</p>   | <p style="text-align: center;"><b>THE CAPITAL LETTER</b></p> <ul style="list-style-type: none"> <li>• Used at the beginning of             <ul style="list-style-type: none"> <li>— a sentence</li> <li>— direct speech</li> <li>— a line of verse (optional)</li> <li>— a book title</li> </ul> </li> <li>• First letter in             <ul style="list-style-type: none"> <li>— proper nouns</li> <li>— proper adjectives</li> <li>— titles of people</li> </ul> </li> <li>• And used for             <ul style="list-style-type: none"> <li>— initials</li> <li>— some abbreviations</li> <li>— pronoun 'I'</li> </ul> </li> </ul> |  |