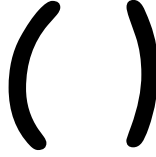




Full stop

A **full stop** is used at the end of a sentence.
It shows where you can stop for breath when you are reading. L2



Brackets

Brackets are used to add more information to a sentence.
It shows where you need to stop and add this comment when reading. L5



Ellipsis

An **ellipsis** is used to show where words are missing in a sentence.
It also can be used to add suspense to a piece of writing. L4



Hyphen

A **hyphen** can be used to join the two parts of compound words.
It can also be used to add a prefix to a word. (eg: un-) L5



Colon

A **colon** is used to begin a list.
It can also introduce a quote or an example in a piece of writing to add further detail. L5



Semi-colon

A **semi-colon** is used to separate longer phrases in a list.
It can also connect the 2 main clauses of a sentence. L5

?

Question Mark

A **question mark** is used when a question is being asked. It shows you need to raise the tone of your voice when reading. L3

,

Comma

A **comma** is used to separate items in a list. It shows where you can pause for a short time when you are reading. L3

!

Exclamation Mark

An **exclamation mark** is used to show expression or surprise. It shows where you need to raise the tone of your voice. L3

“ ”

Speech Marks

Speech marks are used to show when someone is speaking. It shows when you need to create a different character when reading. L4

'

Apostrophe

An **apostrophe** is used show where letters are missing. (eg: don't) It is also used to show who owns something (eg: Jessica's pencil) L4

B

Capital Letters

Capital Letters are used at the start of a sentence, to begin the name of a person or place, when we write "I" and for the beginning of days, months and festivals. L2