Punctuation – What Does it all Mean?

Here are some definitions to help you use these different punctuation marks in your writing.

The comma (,)  Commas are used whenever a reader ought to take a pause. They are also used to separate words in a list.

The semi-colon (;)  A semi-colon links two or more simple sentences, providing the sentences are linked by a common theme.

The colon (:)  This usually shows that some example, explanation or list is going to follow. It is also used to punctuate speech in plays.

The dash ( )  This is used to show a strange change in thought, or to show hesitation in speech.

The hyphen (-)  A hyphen is used to join two or more words into a new, compound word.

Speech Marks (““)  These are used to show when a character is speaking out loud to another character. They are sometimes shown as ‘’ in some books.

The Apostrophe (‘)  This is used in two ways. Either to show contracted words or to show possession.

Exclamation (!)  These are used to show command, surprise and when an author is trying to interject hard-hitting phrases.

Question (?)  Used to show a person is asking a direct question!