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

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

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.

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-)

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.

A semi-colon is used to separate longer phrases in a list. It can also connect the 2 main clauses of a sentence.
A question mark is used when a question is being asked. It shows you need to raise the tone of your voice when reading.

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

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

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

An apostrophe is used to show where letters are missing (e.g., don’t). It is also used to show who owns something (e.g., Jessica’s pencil).

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.