

## **Punctuation – What Does it all Mean?**

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

<b>The comma (,)</b>	<b>Commas are used whenever a reader ought to take a pause. They are also used to separate words in a list.</b>
<b>The semi-colon (;)</b>	<b>A semi-colon links two or more simple sentences, providing the sentences are linked by a common theme.</b>
<b>The colon (:)</b>	<b>This usually shows that some example, explanation or list is going to follow. It is also used to punctuate speech in plays.</b>
<b>The dash ( - )</b>	<b>This is used to show a strange change in thought, or to show hesitation in speech.</b>
<b>The hyphen (-)</b>	<b>A hyphen is used to join two or more words into a new, compound word.</b>
<b>Speech Marks (“”)</b>	<b>These are used to show when a character is speaking out loud to another character. They are sometimes shown as ‘ ’ in some books.</b>
<b>The Apostrophe (‘)</b>	<b>This is used in two ways. Either to show contracted words or to show possession.</b>
<b>Exclamation (!)</b>	<b>These are used to show command, surprise and when an author is trying to interject hard-hitting phrases.</b>
<b>Question (?)</b>	<b>Used to show a person is asking a direct question!</b>