

# Punctuation Marks

## Period

A period indicates that a sentence has ended. The sentence could be declarative or imperative.



## Question Mark

A question mark indicates the end of an interrogative sentence.



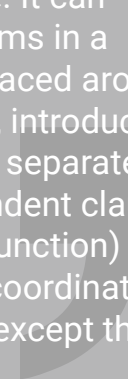
## Exclamation Mark

An exclamation mark indicates the end of an exclamatory or imperative sentence.



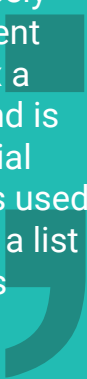
## Comma

A comma marks a slight pause. It can separate items in a series, be placed around interruptors, introduce a quotation, separate two independent clauses (with a conjunction) and follow coordinating adjectives (except the final one).



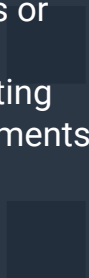
## Semicolon

A semicolon is placed between two closely related independent clauses. It can fix a comma splice, and is used with adverbial conjunctions. It is used between items in a list when those items contain commas.



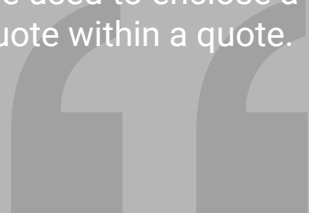
## Colon

A colon precedes a second clause that provides more info about the first. It can introduce a series or quotation, and is used after a greeting in business documents.



## Quotation Marks

Quotation marks enclose direct quotes. They also enclose the titles of direct works. Single quotations are used to enclose a quote within a quote.



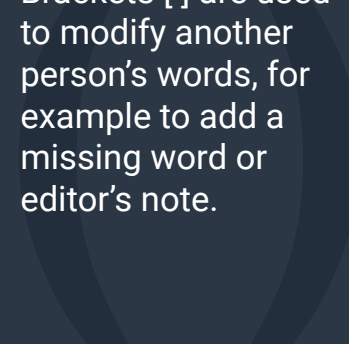
## Apostrophe

Apostrophes show possession. They are also used in contractions to show where letters have been left out.



## Parentheses

Parentheses enclose secondary information. Brackets [ ] are used to modify another person's words, for example to add a missing word or editor's note.



## Dashes

An em dash (—) sets off an abrupt break in thought. An en dash (–) is used between inclusive sets of numbers. Hyphens (-) join words that work as one, and break words across two lines of text.

