



CLARE COMMUNITY PRIMARY SCHOOL

PUNCTUATION GLOSSARY

<u>TERM</u>	<u>MEANING</u>	<u>EXAMPLE</u>
Capital letters A	Capital, or uppercase letters are used: <ul style="list-style-type: none">• To begin sentences• To begin proper nouns (names of people and places)• To begin days of the week and months of the year.• When referring to God• To write the pronoun 'I'	The fox was dashing across the field. Ben and Amy were going to visit London. My birthday is on Wednesday, 21 May.
full stop .	A full stop shows where a sentence ends, when the sentence is neither a question nor an exclamation. Full stops go within quotation marks in direct speech. Full stops go within parentheses, when these surround a complete sentence.	Our story begins in 1914, on the eve of the First World War. He said, 'I'll meet you outside the cinema.' The waiter arrived with a plate of toast. (I had ordered waffles.)

<p>Question mark</p> <p>?</p>	<p>Question marks are used to mark a sentence that is a question. Question marks usually come at the end of a sentence.</p>	<p>Why did the chicken cross the road?</p>
<p>Exclamation mark</p> <p>!</p>	<p>An exclamation mark is used to indicate shouting, surprise, or excitement in direct speech.</p> <p>It can also be used to express surprise, alarm, or excitement in a narrative.</p>	<p>‘Stop! Don’t drink! The goblet is poisoned!’</p> <p>The sun was coming up. She must hurry! Soon the spell would wear off!</p>
<p>Comma</p> <p>,</p>	<p>Commas are used:</p> <ul style="list-style-type: none"> • To mark a pause in a sentence, especially to separate a subordinate clause from the main clause. • To separate items in a list or series. • In pairs before and after the name of someone who is being introduced or described. • To mark a pause in a compound sentence. 	<p>When the howling stopped, we ventured out from the cave.</p> <p>I’ve packed swimming trunks, flippers, snorkel, and a towel.</p> <p>The guitarist, Jimi Hendrix, was an amazing musician.</p> <p>The film is rated 15, but it’s not that scary.</p>

<p>Apostrophe ,</p>	<p>Apostrophes have two completely different uses:</p> <ul style="list-style-type: none"> • Showing the place of missing letters (e.g. I'm for I am) • Marking possessives (e.g. Hannah's mother). 	<p>I'm going out and I won't be long.</p> <p>Rosamund's mother went to town in Nancy's car.</p>
<p>Brackets or Parentheses ()</p>	<p>Brackets or parentheses are used to separate off a word or phrase from the main text; they are always used in pairs. They contain information which is not part of the main flow of the sentence, and which could be omitted without altering the meaning.</p>	<p>I had a cheese sandwich (which is my favorite) for lunch</p>
<p>Ellipsis ...</p>	<p>Ellipsis is a used to show:</p> <ul style="list-style-type: none"> • A pause in someone's speech or thoughts <ul style="list-style-type: none"> • To build tension • To show that a sentence is not finished <ul style="list-style-type: none"> • A pause in speech • At end of a sentence to create suspense 	<p>I'm not sure... maybe I'll wait until later.</p> <p>A hollow scream pierced the silence...</p> <p>"Help, I think I'm going to ..."</p> <p>"The sight was awesome... truly amazing."</p> <p>He opened the door and saw...</p>

<p>inverted commas</p> <p>‘ “ ’ ”</p>	<p>Inverted commas occur in pairs and can surround a single word or phrase, or a longer piece of text. Inverted commas are also known as speech marks or quotation marks. Pairs of quotation marks can be single (‘...’) or double (“...”), but are never mixed.</p>	<p>‘Look!’ said a voice behind me. ‘Look at the sky!’</p>
<p>Dash</p> <p>-</p>	<p>A pair of dashes can be used to separate extra information in a sentence. The dashes go around the extra bit of information. They are more commonly used in less formal writing and indicate a stronger pause than a comma.</p>	<p>The robber - who was fast - got away.</p>

<p>Hyphen</p> <p>-</p>	<p>Hyphens connect two or more words which make up a compound noun or adjective.</p>	<p>Compound modifiers: "Light-green dress", "first-class work!"</p> <p>Compound adjectives: "Part-time", "cold-blooded"</p> <p>Informal phrases: "Sing-song", "free-for-all"</p> <p>Numbers between 21 and 99: "Thirty-six", "seventy-two"</p> <p>Avoiding awkward letter combinations: "De-escalated"</p> <p>Spelling: "One-off", "part-time", "face-to-face"</p> <p>Personal names: "Jane and John Smith-Doe"</p>
<p>Colon</p> <p>:</p>	<p>A colon is used to introduce an example or explanation within a sentence. The part of a sentence after a colon should illustrate, explain, or expand on what comes before it.</p> <ul style="list-style-type: none"> • Colons can come before a single comment or description. • Colons can also introduce a list of people or items, or a range of options. 	<p>These words were scratched in blood: 'Do not return!'</p> <p>It wasn't much of a holiday: two weeks of constant rain in a leaky tent.</p> <p>What would you like on your sandwich: mayonnaise, butter, or margarine?</p>

<p>Semicolon</p> <p>;</p>	<p>A semicolon can be used to mark a break in a sentence that is longer, or more important, than a break made with a comma. Semicolons can separate a series of connected clauses introduced by a colon.</p> <p>A single semicolon can also separate two contrasting or balancing clauses.</p>	<p>The castle was desolate; no one had lived there for three centuries or more.</p> <p>There were three clues: there was mud on the carpet; the door had been forced; and a window had been smashed.</p> <p>You bring cups and plates; I'll bring juice and sandwiches.</p>
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