

# Full Stop



You use a full stop at the end of  
a sentence.



# Capital letters

## A B C

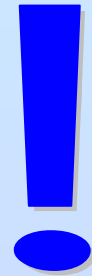
Remember to use a capital letter at the beginning of each sentence, when you write 'I' and every time you write the name of a person or place.

# Question Mark



A question mark is used to show you have asked a question.

# Exclamation Mark



Use an exclamation mark to show surprise or other expressions.

# Comma



You use a comma to separate items in a list.

# Apostrophe



An apostrophe can do two things: it can show where a letter is missing in a word (e.g. can't) and is also used to show who owns something (e.g. Mike's bag).

# Speech Marks



Use speech marks to show when someone is speaking.

# Ellipsis



An ellipsis can be used to add suspense to a piece of writing or to show where a word is missing.



# Semi-colon

;

You can use a semi-colon to separate long phrases in a list or to connect the two main clauses in a sentence.

# Colon



Use a colon to begin a list. You can also use a colon when introducing a quotation, an explanation or an example.

# Brackets

( )

Use brackets to add extra information to a sentence.

# Hyphen



A hyphen can be used to join the two parts of a compound word. You can also use it when you add a prefix to a word.