

punctuation ' : , - () . ! ? ;

’	apostrophe	Used to indicate possession of something	the boy's book Nicholas' coat
		Used to mark an omission of one or more letters	he's we'll
:	colon	Used to introduce an example or a list	Please send the following items: a passport, two photographs and the correct fee.
,	Comma	Used to separate items in a list or clauses in a sentence (extra information)	The British flag is red, white and blue. Zinedine Zidane , the best footballer in the world, was bought recently for 55 million pounds!
—	dash or brackets	Used to interrupt a sentence with a phrase that doesn't fit grammatically	My son — he was here a moment ago — would like to meet you. Buffy the Vampire Slayer (scary stuff!) was on TV last night.
.	full stop	Used at the end of all sentences that are not exclamations or questions	I went to the local shop to buy some milk.
		They can also be used for abbreviations	Jan. (January) a.m. p.m. etc. H. G. Wells
!	Exclamation mark	Used when a word or sentence has been shouted out or said suddenly	Get lost!
?	question mark	Used after every question	Why is he here? Who invited him?
;	semi colon	Used to separate parts of a sentence which require a more distinct break than a comma but are too closely connected to be broken by a full stop	Homer Simpson is stupid; he thinks milk comes from trees.