



Grammar Card- Punctuation

<p style="text-align: center;"><u>Full Stop (.)</u></p> <p>Used to mark the end of a sentence.</p> <p style="color: red;">Also used in abbreviations</p>	<p><u>Using full stops</u></p> <p>End of a sentence: The sunset was beautiful. I'm not a good cook, but I try my best.</p> <p>In abbreviations: You can buy wine, beer, etc. at the bar. Please return it by 29th Oct. at the latest.</p>
<p style="text-align: center;"><u>Comma (,)</u></p> <p>Used in four main cases:</p> <ul style="list-style-type: none">• lists• direct speech• to separate clauses• to mark off parts of a sentence	<p><u>Using commas</u></p> <p>In lists: There's a choice of duck, pork, beef or fish.</p> <p>In direct speech: "Pass the salt," he said.</p> <p>To separate clauses in complex sentences: We met in York, where I was living then.</p> <p>To mark off parts of a sentence: My brother, David, will be joining us.</p>
<p style="text-align: center;"><u>Apostrophe (')</u></p> <p>Used in two main ways:</p> <ul style="list-style-type: none">• to show possession (belonging to)• to show omission (missing letters)	<p><u>Using apostrophes</u></p> <p>Showing possession: This pen is Priya's.</p> <p>Showing possession (plural ending in 's'): She attends a girls' school in Cornwall.</p> <p>Showing omission: Don't use those stairs. It's cold today.</p>



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Inverted commas (")

Used to indicate direct speech or quotation.

Also known as quotation marks or speech marks.

Can be single " or double ""

Using inverted commas

Direct speech:

"You never listen to me," she said.

"Why should I?" he replied.

Quotation:

The minister's plans were described as 'too ambitious' and lacking 'a clear focus'.

Exclamation mark (!)

Used to end a sentence expressing an exclamation.

In direct speech it can also be used to indicate dialogue spoken loudly.

Using exclamation marks

"Look out!" he cried.

These are best avoided in formal writing.

Question mark (?)

Used to end a sentence or statement which poses a question.

Questioning words: how, why, where, when, who, what.

Using question marks

How do I get to the library?

Why do giraffes have long necks?



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<p style="text-align: center;"><u>Colon (:)</u></p> <p>Used in between two related clauses, where the second clause cannot stand alone.</p> <p>Also used</p> <ul style="list-style-type: none">• to introduce a list• before quotation or direct speech	<p style="text-align: center;"><u>Using colons</u></p> <p>Between two clauses: I knew what I had to do: confess my crime.</p> <p>Introducing a list: You will need the following ingredients: flour, sugar, eggs, milk</p> <p>Before a quote: Everyone remembers Hamlet’s dilemma: “to be or not to be.”</p>
<p style="text-align: center;"><u>Semicolon (;)</u></p> <p>Used in between two equal clauses, which are closely related but could stand alone.</p>	<p style="text-align: center;"><u>Using semicolons</u></p> <p>Call me tomorrow; I’ll know the answer then.</p> <p>The flight was long; Australia is very far away.</p>