

English Punctuation

10 Important Punctuation Rules

- Always use a period at the end of a sentence.
- Use a comma to separate items in lists.
- Use a question mark to indicate a question.
- Use an exclamation mark to indicate emphasis or strong feelings.
- Use a semicolon to connect two clauses.
- Use a colon to introduce a list or to emphasize a point.
- Use parentheses to provide additional information.
- Use a hyphen to create compound words.
- Use a dash to indicate sudden breaks or changes in thought.
- Always proofread your writing for proper punctuation.

Basic Punctuation Rules

- **Period**
The period is used to indicate the end of a sentence. It is also used in abbreviations such as Mr., Dr., etc.
- **Comma**
Commas help separate items in a list, to separate clauses in a sentence, and to separate adjectives that modify a noun. **For example**, "I bought apples, bananas, and a pineapple."
- **Question Mark**
The question mark helps indicate a question. **For example**, "Who are you talking to?"
- **Exclamation Mark**
The exclamation mark is used to indicate emphasis or strong feelings. **For example**, "I love this movie!"
- **Colon**
The colon helps introduce a list or to emphasize a point. **For example**, "There is only one rule: there are no rules"

Spelling English A Concise Guide To Spelling Punctuation And Style

SA Adler



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Inland Printer, American Lithographer, 1903 **Effective Negotiations in easy steps** Tony Rossiter, 2013-12-17

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