









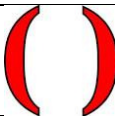



PUNCTUATION EXPLAINED

Capital letter		begins a sentence also used for names of people, places and titles
Full stop		indicates that a sentence has finished
Comma		indicates a slight pause in a sentence, separates clauses in a complex sentence and items in a list
Question mark		goes at the end of a question
Exclamation mark		goes at the end of a dramatic sentence to show surprise or shock, also shows shouting
Apostrophe		shows that letter(s) have been left out or indicates possession
Speech marks		indicates direct speech, the exact words spoken or being quoted
Colon		introduces a list, a statement or a quotation in a sentence
Semicolon		separates two sentences that are related and of equal importance, it takes the place of a connective also used to separate complicated lists, where each item has several words
Dash		separates extra information from the main clause by holding words apart, they are stronger than a comma
Brackets		can be used like dashes, they separate off extra information from the main clause
Ellipsis		to show a passage of time, to hook the reader in and create suspense