Period (.)

Periods have three distinct uses:	*Examples:*
1. To mark the end of a sentence	*The cat is completely black.*
2. To indicate abbreviated words	*The teacher will be Mr. John Smith (B. Sci.).*
3. To punctuate numbers and dates	*All assignments should be submitted by 6. 6. 04.*

Colon (:)

A colon can be used:	*Examples:*
• to indicate that a list, quotation or summary is about to follow;	*Buy these things: a packet of nuts, two loaves of bread and a pound of steak.*
• to separate an initial sentence/clause from a second clause, list, phrase or quotation that supports the first in a particular way.	*The internet represents the realization of a dream for humankind: that knowledge and experience can be transmitted and shared in an instant.*

Semicolon (;)

A semicolon:	*Example:*
separates two complete sentences that are, however, closely linked.	*To err is human; to forgive, divine.*
acts as a second level of punctuation in a series of words or phrases where there are commas making some internal divisions.	*Only one paper, the Observer, managed a regular edition on a Sunday; even there, Saturday`s paper was a better read.*

Comma (,)

Commas have a vital role to play in longer sentences, separating information into readable units.	*Examples:*
A single comma ensures correct reading of a sentence which starts with a longish introductory element.	*Yet in representing ourselves to ourselves, as film and television do, these media are constantly introducing and reinforcing the assumptions.*
A set of commas is a means of separating items in a list.	*The details required are name, date of birth, address and telephone number.*

Question Mark (?)

A question mark is used at the end of a sentence which is a question.	*Example:* *Have the students completed the exam?*

Apostrophe (')

There are two uses for the apostrophe:	*Examples:*
1. Contractions A contraction is a shortened version of a word. An apostrophe shows that something has been left out.	*don't (do not)* *It'll (It will)* *she'll (she will)*
2. Possessives An apostrophe is used to indicate ownership with nouns. To show ownership by a single individual, put the apostrophe between the noun and the 's'. To show ownership by more than one individual, put the apostrophe at the end of the word.	*Einstein's theory of relativity* *The boy's baseballs (belonging to one boy)* *the boys' baseballs (belonging to more than one boy)*

Hyphen (-)

A hyphen links two or more words, that normally would not be placed together and these are called compound nouns.	*Example:* *There are four types of information-related websites.*

Dashes (—)

Hyphens should not be confused with dashes. Dashes are like brackets; they enclose extra information.	*Examples:* *To the three divisions of the economy—agriculture, manufacturing, and service industries—Jones Co. has added a fourth.*
Although often used in pairs, dashes can also be used singularly.	*Have fun in the snow—or would you prefer a trip to the beach?*

Parentheses ( )

Parentheses are brackets used to include extra or nonessential material in sentences. **Parentheses should be used sparingly and always appear in pairs.**	*Example:* *It was unusual to see Paul awake so early (as he often studied late into the night) and Jane greeted him with amazement.*

Exclamation Mark (!)

An exclamation mark is used at the end of a sentence and indicates surprise, anger, or alarm.	*Example:* *How shocking!*

Ellipsis (...)

An ellipsis consists of three full stops. It indicates that material has been left out of a quotation.	*Example:* *"Doubt that the stars are fire, Doubt that the sun doth move…But never doubt I love."*