Punctuation

Period

Use a period at the end of a declarative sentence and in abbreviations.

Question Mark

Use a question mark after an interrogative sentence.

Quotation Marks

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Use quotation marks for direct quotations.

Apostrophe

Use an apostrophe in contractions and to indicate possession.

comma

Use a comma to separate items in a series, to set off an appositive, or before the conjunction in a compound sentence.



Hyphen

Use a hyphen to join words serving as a single adjective before a noun, in number words, and to divide words into syllables.

Exclamation Point

Use an exclamation point to show strong emotion or to give a command.

Colon

Use a colon to introduce a list and before a final clause that explains something in the sentence.

Parentheses



Use parentheses around extra non-essential information that is too important to omit.

semicolon

Use a semicolon to join two independent clauses that are not connected with a coordinate conjunction.

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