

Basic Punctuation

The apostrophe

- Shows possession (The **dog's** collar was blue and white')
- Show omission of certain letters (I **can't** go to the cinema, **you'll** have to go on your own - I **cannot** & **You will**)
- If a word ends in an 's' already and you want to show possession, the apostrophe goes at the end- you don't add another 's' (By the end of the day **Francis'** feet were sore'- not Francis's)

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The colon

- Introduces a list (I could take: cakes, biscuits, bread and cheese)
- Introduces a quote (He said: "I love cake for tea")
- Introduces a statement which shows an explanation of the original statement (It was busy: lots of people were coming to see him)

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The comma

- Separates items on a list (snow, rain, wind, fog)
- Separates adjectives, when several are used (it was hot, sunny, dry and clear)
- Put around words/phrases which add detail to a sentence (Monday, although windy, will be a clear day)
- Separates statements in a long sentence (It was a warm dry day, with lots of sunshine, the occasional cloud and some mist)

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The semi-colon

- Separates lists of more than one word (Looking out he saw a park bench; people walking their dogs; couples hand in hand and someone flying a kite)
- To separate two parts of a sentence either part of which could stand alone (The park looked beautiful; they were lucky to have this view). The semi-colon indicates a connection .

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Symbol	Name	Usage
' (é)	acute accent	Used in French and Spanish
&	ampersand	Symbol for 'and'
@	at sign	Used mainly in web addresses
\	back slash	Used mainly in web addresses
^ (ê)	circumflex	Used in French and Spanish
...	ellipsis	3 dots in a row... Represents omitted words
!	exclamation mark	Used to show strong feeling
/	forward slash (oblique)	Can indicate 'or', fractions or missing letters e.g. c/o John Smith (care of)
` (è)	grave accent	Used in French and Spanish
-	hyphen	Used to separate or join parts of a word
()	parenthesis (brackets)	Used to add extra information to a sentence, without interrupting the flow of the writing
?	Question mark	Indicates the sentence is a question
" "	quotation marks	Indicates an exact copy of someone's speech or writing
[]	square brackets	Indicates modification to someone else's words
~	tilde	Used mainly in Spanish
¨ (ë)	umlaut	Used mainly in German
—	Underline/ underscore	Draw a line for emphasis or in web addresses