

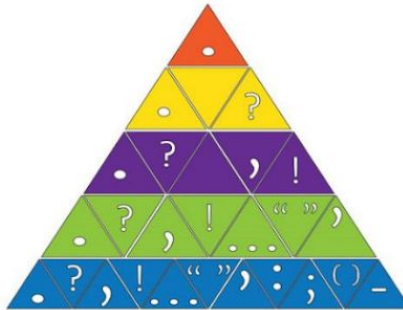


TRINITY CATHOLIC COLLEGE

Part of the Nicholas Postgate Catholic Academy Trust



Punctuation



Punctuation			
'	Apostrophe	.	Full Stop
()	Brackets	-	Hyphen
:	Colon	?	Question Mark
,	Comma	;	Semi-colon
!	Exclamation Mark	“ ”	Speech Mark

What is punctuation?

- Punctuation is the system of signs or symbols given to a reader to show how a sentence is constructed and how it should be read.
- Sentences are the building blocks used to construct written accounts. They are complete statements. Punctuation shows how the sentence should be read and makes the meaning clear.



Why is Punctuation important?

- Punctuation marks are essential when you are writing. They show the reader where sentences start and finish and if they are used properly they make your writing easy to understand.

Let's eat grandma!



Let's eat, grandma!

**PUNCTUATION
SAVES LIVES!**

Full stop



A full stop marks the end of a sentence.

Daniel went home with his sister.

Question mark



A question mark shows the end of a question.

Where do you live?

Exclamation mark



An exclamation mark is used to end a dramatic statement or sentence.

"I've just seen a flying pig!"

"I'll be back home soon," Jim shouted to his mum.

Speech marks



Speech marks indicate direct speech i.e. the exact words spoken. They are also used for quotations.

James, stopping for a moment, considered the junk on his bedroom floor.

Comma



A comma indicates a natural pause in a sentence and/or separates items in a list.

James thought it was his mothers fault: she should have tidied up and found his missing homework.

Colon



A colon precedes an explanation or an example of what has gone before, a list or quotation.

The school trip might be called off; it depends on the weather.



A semi colon separates two sentences that are related, lists of items which have several words or to divide clauses in a sentence.

Semi Colon



The apostrophe has 2 functions:

To replace missing letters in contractions. (Omission)

Apostrophe

To show that something belongs to someone. (possession)

The pencil case that belonged to
Megan.

Megan's pencil case.

Cannot - Can't
She had - She'd

They are - They're