

## Punctuation Quick Reference Guide

This card is a quick reference and does not exhaustively cover all the correct uses of each of the 14 punctuation marks listed. Full breakdown at [literacyideas.com/punctuation](https://www.literacyideas.com/punctuation)

### Period (Full Stop), Question Mark, Exclamation Point:

These three punctuation marks are used at the end of sentences.

- . The period is used after declarative statements
- ? The question mark denotes a question
- ! The exclamation point denotes strong emotion or is used for emphasis

### Comma, Semicolon, Colon

- ,
  - ;
  - :
- The comma separates ideas or elements in a sentence
- The semicolon connects independent clauses
- The colon introduces a quotation, an example, or a series and separates 2 independent clauses when the second explains the first

### Dash, Hyphen

- The dash (or em dash) is a line that is longer than the hyphen and sometimes represented by a double hyphen. It is used to set off a strong interruption in the text.
- The hyphen joins two or more words in a compound term

### Brackets, Braces, Parenthesis

- [ ] Brackets are used to clarify meaning or provide a technical explanation within the text
- { } Braces are mostly used in computer programming and mathematical equations
- ( ) Parentheses are used to contain qualifying remarks or further information (they can usually be replaced by parenthetical commas)

### Apostrophe, Quotation Marks, Ellipsis

- ' An apostrophe is used to denote omission of a letter or letters or the possessive case
- “ ” Quotation marks are used to mark a section of text as a quotation, dialogue, or a standout word or phrase
- ... The ellipsis is used when leaving out a word, phrase, sentence, paragraph etc from a quotation. In creative writing, it represents a trailing off or implies there is more to come...