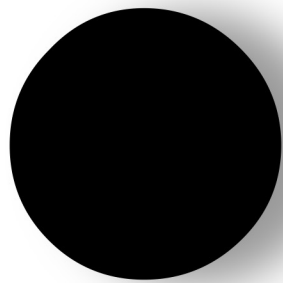


PERIOD



FULL STOP

To indicate the end of a sentence or to follow an abbreviation.

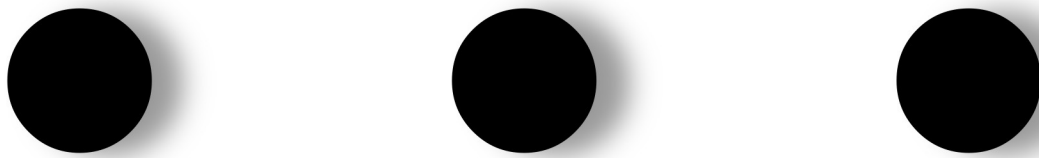
COMMA



PAUSE

Indicates a natural
pause and separates
items in a list.

ELLIPSIS



OMIT

Use an ellipsis to replace a word, phrase, line, or paragraph from a quote. It also adds suspense to text.

QUOTATION MARKS

“ ”

DIALOGUE

Indicate direct quotation
or what was said - also
used to show titles.

PARENTHESES

()

TELL MORE

Additional information is
typically found inside
parentheses.

QUESTION MARK



QUESTIONS

Indicate the end of a
question.

SEMICOLON

•

,

LONG PAUSE

Indicate a pause longer than a comma but shorter than a period. It is also used between two independent clauses that are closely related.

COLON

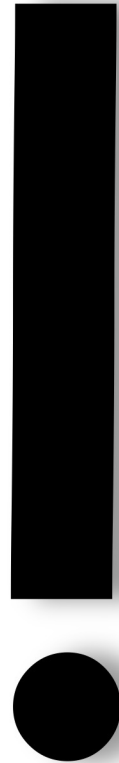
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INTRODUCES

Introduces a list, explanation, example, or quotation. It also shows emphasis and separates independent clauses.

EXCLAMATION POINT



ADDS EMPHASIS

Added at the end of the sentence to show strong emotion.

APOSTROPHE



POSSESSION & CONTRACTIONS

Used in contractions to show omitted letters. It is also used to show possession.