

PUNCTUATION 101

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| QUESTION MARK | SEMICOLON | EXCLAMATION MARK |
| ? Used at the end of a sentence when asking a question | ; Used to link two independent clauses that are closely related | ! Used to show excitement or strong emotion at the end of a sentence |
| QUOTATION MARKS | DASH | APOSTROPHE |
| “ ” Used to enclose the exact words spoken by a person | - Used to summarize an idea as well as signal a change or break in thought | , Used to show possession or ownership |
| AMPERSAND | COLON | PARENTHESIS |
| & Used to represent the word “and” | : Used before a long quotation or list as a way to introduce a series of items | () Used to set off extra information that further clarifies an idea |
| COMMA | ELLIPSIS | PERIOD |
| , Used to indicate a brief pause in a sentence | ... Used to indicate a pause or trailing off of thought | . Used to indicate the end of a declarative sentence |

