



Importance of Punctuation Marks

Punctuation Marks

A **punctuation mark** is a mark, or sign, used in writing to divide texts into phrases and sentences and make the meaning clear.

Punctuation Marks

Use of wrong mark of punctuation or even wrong placement of mark of punctuation can change the meaning of the sentence completely and sometimes even convert the sentence to complete nonsense.

Types of Punctuation



Types of Punctuation

Capitalization: It is the capital form of a letter. The first letter of a sentence is **ALWAYS** capitalized

Types of Punctuation

Comma: A comma (,) tells the reader when to pause in a sentence. Most importantly, commas help make things clear in a sentence. They can separate ideas or events.

Types of Punctuation

Comma:

For e.g. *The fox ran, and then he drank some water.*

We also use them for listing things:

For e.g. *One, two, three, four, and five.*

Types of Punctuation

Comma: Wrong placement of comma can give different meaning to sentence depending upon where it is placed.

Consider following sentences:

- **Let us eat, daddy. &**
- **Let us eat daddy.**

Types of Punctuation

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Types of Punctuation

Comma:

- Hang him, not let him free.
- Hang him not, let him free.

Types of Punctuation

Question Mark: The question mark simply indicates that a sentence is asking a question. It always comes at the end of a sentence:

- For e.g. *What is your name?*

Types of Punctuation

Exclamation Mark: An exclamation mark (!) adds strong feelings like joy or fear to a sentence. “To exclaim” is to say something with excitement, and that’s just what an exclamation mark does—it exclaims! Since they add excitement, it’s also important not to overuse them.

Types of Punctuation

Exclamation Mark:

For e.g.

- Don't pick that!
- I just heard the news —
congratulations!

Types of Punctuation

Semicolon: The **semicolon (;)** is used to connect independent clauses. It shows a closer relationship between the clauses than a period would show.

For e.g.

- John was hurt; he knew she only said it to upset him.

Types of Punctuation

Colon: A colon (:) has three main uses.

The first is after a word introducing a quotation, an explanation, an example, or a series.

For e.g. He was planning to study four subjects: politics, philosophy, sociology and economics.

Types of Punctuation

Colon: The second is between independent clauses, when the second explains the first, similar to a semicolon.

For e.g. I didn't have time to get changed: I was already late.

Types of Punctuation

Colon: The third use of a colon is for emphasis

For e.g. There was one thing she loved more than any other: her dog.

Types of Punctuation

Hyphen: Hyphen is used to join two or more words together into a compound term and is not separated by spaces.

For e.g. part-time, back-to-back, well-known.

Types of Punctuation

Dash: A dash is used to separate parts of a sentence.

For e.g.

- She gave him her answer — No!
- Tom can't wait for Christmas— he's very excited.

Types of Punctuation

Brackets: **Brackets** are the squared off notations ([]) used for technical explanations or to clarify meaning. If you remove the information in the brackets, the sentence will still make sense.

Types of Punctuation

Brackets:

For e.g. He [Mr. Jones] was the last person seen at the house.

Types of Punctuation

Braces: Braces ({}) are used to contain two or more lines of text or listed items to show that they are considered as a unit. They can be seen in computer programming to show what should be contained within the same lines.

Types of Punctuation

Braces: They can also be used in mathematical expressions.

For e.g., $2\{1+[23-3]\}=x.$

Types of Punctuation

Parentheses: Parentheses () are curved notations used to contain further thoughts or qualifying remarks. However, parentheses can be replaced by commas without changing the meaning in most cases.

Types of Punctuation

Parentheses:

For e.g.

John and Jane (who are brother and sister) both have red hair.

Types of Punctuation

Apostrophe: An apostrophe (') is used to indicate the omission of a letter or letters from a word or it is used in the possessive case.

Types of Punctuation

Apostrophe:

For e.g.

Omission of letters from a word: I've seen that movie several times. She wasn't the only one who knew the answer.

Types of Punctuation

Apostrophe:

For e.g.

Sara's sister is very intelligent.

Types of Punctuation

Quotations: Quotations (“”) are used for lots of things, but probably the most important way we use quotations is to “quote” someone’s exact words.

Types of Punctuation

Quotations:

For e.g.

"Don't go outside," she said.

Types of Punctuation

Ellipses: The ellipsis is most commonly represented by three periods (. . .) although it is occasionally demonstrated with three asterisks (***) . The ellipsis is used in writing or printing to indicate an omission, especially of letters or words.

Types of Punctuation

Period: The period (.) is placed at the end of statements thought to be complete and after many abbreviations.

Types of Punctuation

Period:

For e.g.

Jane and Jack went to the
market.

Mr. Sharma is back.

Summary

Full Stop



This is the most popular punctuation mark because you simply cannot write even a single sentence without using it. So, there are two most common uses of a full stop: to indicate the end of a sentence, or to follow an abbreviation.

Comma



A comma is often used to separate different ideas in a sentence. However, it has many other uses as well, and it is important to remember them as well. Some of the most common comma rules follow.

Question Mark



A question mark, as its name suggests, needs to go at the end of every interrogative sentence instead of a full stop.

Summary

Exclamation Mark



An exclamation mark added at the end of a sentence shows emphasis. Depending on the meaning of the sentence, it can indicate anger, happiness, excitement, or any other strong emotion.

Quotation Marks



As their name suggests, quotation marks indicate direct quotations. You can also use them to show that a word or a phrase is being used ironically, or for titles of articles, book chapters, episodes of a TV-show, etc.

Apostrophe



An apostrophe has two very important uses. Firstly, it can be used in contractions in place of omitted letters. Secondly, it can show possession.

Summary

Hyphen



Even though it looks very similar to a dash, a hyphen has very different uses. It's most commonly used to create compound words.

Dash



There are two different dashes, the en dash and the em dash, the first being slightly shorter than the second one.

The en dash is usually used to show a connection between two things, as well as a range of numbers, years, pages, etc.

Colon



A colon is a punctuation mark you will come across very often in different circumstances. It can introduce an example, a list, an explanation, or a quotation. Or, you can also use it to emphasize a certain point.

Summary

Semicolon

- A semicolon is a punctuation mark that creates a longer pause than a comma but a shorter pause than a full stop. So, it can be used to create a pause between two independent clauses that are still closely related to each other.

Parentheses

- In most cases, you will see additional information in parentheses. Usually, it can be omitted without creating any confusion for the reader.

Brackets

- Brackets are, in a way, similar to parentheses. However, they are mostly used in academic writing and when presenting quotes. For instance, the writer can add extra information or fix mistakes in brackets, without changing the original quotation.

Summary

Ellipsis



An ellipsis creates an intriguing and mysterious atmosphere in the text. In addition, it can be used to show that some letters or even words are omitted.

Slash



You might need to write a fraction, a measurement, or to suggest alternatives in your text. These are just three of the instances where you will have to use a slash.

Thank You...