PUNCTUATION

Wednesday, 27th April, 2016

Objectives

- Mention at least 5 punctuation marks and explain their usage

Introduction

When you speak, sometimes you pause a little. For you to write what you've spoken and still imply these little pauses you use punctuation marks.

Punctuation

Punctuation is the use of some marks to express a little or long pause in speech. It makes a write-up to read the most of meaning. The marks used to punctuate a write-up are called punctuation marks. Examples are full-stop (.), comma (,), question mark (?), apostrophe (‘), semicolon (;), colon (:), quote (“ ”), etc.

Some Punctuation Marks

Name	Sign	Usage
Full stop	.	It is used at the end of a sentence
Comma	,	It is used when listing items. The comma is also used in to imply a short pause in speaking or reading.
Apostrophe	‘	It is used to show that something belongs to someone when writing
Question mark	?	It is used after a question
Semicolon	;	It is used to show a longer pause than the comma. Also, it is used to make a complex list
Colon	:	It is used to start explaining something when writing

Quotation mark	“ ”	It is used to write what somebody said. Also, it is used to make emphasis
Exclamation mark	!	It is used to after an interjection, i.e. a surprise word.