

# Download File PDF Printable Punctuation Guide

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Which Punctuation Mark Should I Use? (US English)

Punctuation Mark	Name	Basic Rules	Example
•	Semi-colon	1) To merge two independent clauses that may have been separated by the words "and," "yet," "but," "or," "neither" and "nor." This avoids a comma splice. 2) As a super-conjunctive, to separate items in a long list.	1) There is a crocodile in the toilet; he has a lot of hair growing out of his ears. 2) At the chocolate factory I scooped, added balls, they were super nice, wrapped gift boxes, I got mine out after an hour early orders, rather yummy, and had boxes, they made me sick.
.	Period (US)	1) To denote that a sentence is finished. 2) After initials, abbreviations and contracted words.	1) Always end your written sentences with a period. 2) Mrs. Yin. Mr. Di.
" "	Quotes	To introduce. Can be used to introduce anything: words, phrases, lines, names or quotations.	• The hungry buffalo only had one thing on his mind: peanut butter popcorn. • The hungry buffalo was thinking of lots of things: peanut butter popcorn, chocolate donuts, crispy duck and pig's trotters. • The buffalo finished his feast in seconds: "I never eat again," he said.
“ ”	Double quotation marks	1) To directly and exactly quote the words of someone. 2) For some quotes for denote that the writer doesn't really buy into the meaning. 3) For words used as examples. NB: To emphasize words do not use double quotation marks, use italics.	1) "I was absolutely amazed to find a crocodile in the bathroom brushing his teeth," Mother said. 2) The crocodile claimed that his behavior was "normal." 3) The words "reflect" and "affect" are often confused.
‘ ’	Single quotation marks	1) To denote a quote within a quote. 2) When providing the names of horticultural outdoors.	1) "I could not believe my ears when the crocodile said, 'Can I have some peanut butter?'" Mother exclaimed. 2) An example of an apple is 'Jonathan,' of a grape, 'Chardonnay,' and of the Galilee river, 'Jabbok Sharda.'
⋯	Ellipsis	1) To indicate that some information has been omitted. 2) To indicate a pause in a sentence. 3) To indicate an idea is trailing off into silence.	1) As an Olympic athlete, James had tried many sports, swimming, boxing, tennis, ... and even skydiving. 2) Sarah had a waterboarding accident ... the outcome was not auspicious! 3) I love you but ...

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