



Quick Guide to Punctuation Marks & Mechanics

Name	Image	Uses
Period	.	<ul style="list-style-type: none"> - Mark the end of a sentence - With abbreviations
Question Mark	?	<ul style="list-style-type: none"> - After a direct question
Comma	,	<ul style="list-style-type: none"> - Between items in a list/series - Between Independent Clauses (used with a FANBOYS) - After an introductory word/phrase/ clause - Around interrupting elements - With quotations/dialogue - With dates & addresses - When writing numbers as words - For clarity
Semi-colon	;	<ul style="list-style-type: none"> - Between two independent clauses (with or without a conjunctive adverb)
Colon	:	<ul style="list-style-type: none"> - Used at the end of a complete statement to introduce a list or explanation - When expressing time (9:00am) - Before a long quotation
Apostrophe	'	<ul style="list-style-type: none"> - In a contraction - To show possession
Exclamation Mark	!	<ul style="list-style-type: none"> - To express strong emotions
Dash	—	<ul style="list-style-type: none"> - To interrupt a sentence with a dramatic shift in tone/thought
Parentheses	()	<ul style="list-style-type: none"> - To enclose extra material & afterthoughts
Hyphen	-	<ul style="list-style-type: none"> - To join two or more descriptive words that act as a single word
Quotation Marks	“ ”	<ul style="list-style-type: none"> - With direct quotes, dialogue, & titles of short works (poems, articles)
Capital Letters	A, B, C, etc.	<ul style="list-style-type: none"> - First word of each sentence - First word of a direct quotation - Names of people - Titles of persons - Names of countries, cities, towns, languages, nationalities, religions, races, months, days of the week, documents, organizations, holidays, historical events
Numbers	1, 2, 3, etc.	<ul style="list-style-type: none"> - Numbers under 100 = words (nine, fifty-three) - Numbers over 100 = numerals (247, 3 million)
Abbreviations	Mr., Mrs., Dr.	<ul style="list-style-type: none"> - When used with a proper noun (Mr. Jones, Dr. Murray)