

PUNCTUATION

guide



PERIOD

used at the end of a sentence



COMMA

marks a pause during a sentence



QUESTION MARK

used at the end of a question



EXCLAMATION MARK

used for expression when making a declaration or showing surprise



COLON

used to separate two independent clauses



SEMICOLON

used to separate items on a list



QUOTATION MARKS

used to show direct speech within text



HYPHEN

used to join two adjectives before a noun



BRACKETS

used to provide additional information



ELLIPSES

used to signify missing text

Punctuation Style Guide

Bennie Forbes



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