

Colons and dashes

Colons and dashes both **add detail** and **sum up** a phrase or clause. A colon is more formal than a dash.



There were only two options : fight or run.
There was no escape — the door was locked.

Exclamation marks

Exclamation marks mark the end of an exclamation.

Ouch! That hurts!
What big teeth you have!



Full stops

Full stops mark the end of a sentence.

I like shopping.
It is over there.



Semi-colons

Semi-colons link related **independent clauses**. They often replace **co-ordinating conjunctions**.

I ordered a drink and my friend asked for a burger.
I ordered a drink ; my friend asked for a burger.



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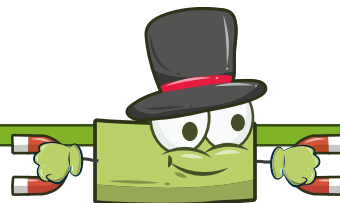
Expected Punctuation

Hyphens

Hyphens join words together to make them compound words.

right ► handed

I am right-handed and
my friend is left-handed.



Apostrophes

Apostrophes are used for **omission** (missing out letters) or **possession** (showing belonging).

Would not wouldn't

The pencil belongs to Molly.
It is Molly's pencil.



Inverted commas

Inverted commas are used to punctuate **direct speech**.

"How lovely to see you!" exclaimed Mum.



Question marks

Question marks mark the end of a question.

Where is it?
What's the time?



Commas

Commas separate words in a list. These might be **adjectives** or a **list of objects**.

The old, bearded wizard.
I packed my books, pencil case and lunchbox.

Commas also separate an independent clause from a **subordinate clause**.

Although it was raining, we still went outside.
Since it is my birthday, we're going out.



Parentheses

Parentheses are used to add in **extra information**. Brackets, dashes and commas can be used.

The athletes — all 24 of them — were ready.
The athletes (all 24 of them) were ready.
The athletes, all 24 of them, were ready.

