

Adapted from: Elementary Language Practice by Michael Vince

Punctuation helps the reader understand what we write, and is an important part of writing.

Basic punctuation

<u>Symbol</u>	Name	Use	Example
.	full stop	at end of sentence in abbreviations	<i>This is a sentence.</i> <i>E.U.</i>
,	comma	separates clauses in lists.	<i>If it rains, we'll get wet.</i> <i>It was dark, wet and windy.</i>
?	question mark	end of questions	<i>What's your name?</i>
'	apostrophe	contractions possessives	<i>I'm not happy.</i> <i>Peter's room.</i>
!	Exclamation mark	for emphasis – informal	<i>I've won!</i>

- Full stops are often left out in *Mr* and *Mrs*.

- *it's* and *its*

The possessive form of *it* is *its*.

I like its colour.

It's is the contracted form of *it is* or *it has*.

It's a lovely day!

It's rained three times this week.

- **Apostrophe** with *o'clock*.

It's six o'clock.

It's nine o'clock.