How To

Proofread for Punctuation

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Period

A period is used at the end of a statement.

Example: Today I learned how to use a period in a sentence.
Exclamation Point

An exclamation point is used to show excitement or emphasis at the end of a sentence.

Example: I can't believe how great my singing is today!
Question Mark

A question mark is used at the end of a question.

Example: Can you help me carry in this box?
Comma

A comma is used to separate phrases or items in a list.

Example: I need to buy an apple, an orange, and a banana.
Semicolon

A semicolon is used to join two independent clauses that are closely related.

Example: Melissa went to the library to study; it was the only place quiet enough for her to focus.
Ellipsis

An ellipsis is used to indicate a pause or trailing off of a thought.

Example: Weeks later... I finally found my missing shoe.
Quotation Marks

Quotation marks are used to mark the beginning and end of a quote or to show speech used in a sentence.

Example: “I’m excited to go to the zoo this weekend,” exclaimed Molly.
Apostrophe

An apostrophe is used to show possession.

Example: Jonah's new box of markers had fifty different colors.
Colon

A colon is used to introduce groups of words in a series or introduce a quote.

Example: Frank was going to buy three things: a lamp, a couch, and a book.
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