

PUNCTUATION MARKS

Punctuation Mark	Symbol	Definition	Example
apostrophe	'	An apostrophe is used as a substitute for a missing letter or letters in a word (cannot = can't), to show the possessive case (Jane's room), and in the plural of letters, numbers and abbreviations (A's).	I can't see the cat's tail. He got A's in school.
comma	,	A comma is used to separate phrases or items in a list.	She bought milk, eggs, and bread.
exclamation point	!	An exclamation point is used to show excitement or emphasis.	It is so cold!
hyphen	-	A hyphen is used between parts of a compound word or name. It is also used to split a word by syllables to fit on a line of text.	The sixteen-year-old girl is a full-time student.
parentheses	()	Parentheses are curved lines used to separate explanations or qualifying statements within a sentence (each one of the curved lines is called a parenthesis).	This sentence (like others on this page) contains parentheses.
period	.	A period is used to indicate that it is the end of a statement or command sentence.	I see the house. Come here, now.
question mark	?	A question mark is used at the end of a question.	When are we going?
quotation mark	"	Quotation marks are used at the beginning and end of a phrase to show that it is being written exactly as it was originally said or written.	She said, "Let's eat."