



# Step 10 - Basic Punctuation

## Capital Letters c or C

The first letter at the start of a sentence

Content words in a title

The first letter of the names (proper nouns) of people, places, books etc

## Comma ,

Marks a pause in a sentence

*I lost my keys, and I can't think where they are.*

*When I got home, I cooked a meal and watched TV.*

## Full Stop .

Marks the end of a sentence, unless it is a question

## Exclamation Mark !

Expresses surprise, fear or delight

*I couldn't believe it!*

## Question Mark ?

Marks the end of a question

*What's your name?*

*Not in reported speech. I asked him what his name was.*

## Apostrophe ‘

Shows something belongs to someone

*She found Jack's keys.*

*All the students' books got wet in the rain.*

## Quotation Marks “ “

Shows what was said, or a title mentioned in a sentence

*Jack asked her, "Can I help you?"*

*I've read "Alice in Wonderland" many times.*

## Semi-colon ;

Marks a longer break than a comma and joins related ideas

*We had to get inside; the storm was coming.*

*I couldn't get a taxi; instead, I decided to walk.*

*She said it was a great movie; however, I have to disagree.*

## Colon :

Marks a longer pause before a list

*There are many places to visit: the museum, the temple and the gardens.*

## Hyphen -

Joins two words that have a meaning when used together in a sentence

*The self-study pages are very useful.*