

## Punctuation Glossary 2015

Taken from the National Curriculum in England – DfE - 2014  
Grammar for Writing - DfEE - 2000

<b>Term</b>	<b>Guidance</b>	<b>Example</b>
apostrophe	<p>Apostrophes have two completely different uses:</p> <ul style="list-style-type: none"> <li>▪ showing the place of missing letters (e.g. <i>I'm</i> for <i>I am</i>)</li> <li>▪ marking possessives (e.g. <i>Hannah's mother</i>)</li> </ul>	<p><i><u>I'm</u> going out and I <u>won't</u> be long.</i> [showing missing letters]</p> <p><i><u>Hannah's</u> mother went to town in <u>Justin's</u> car.</i> [marking possessives]</p>
colon	<p>A colon is a punctuation mark used to introduce a list or a following example. It may also be used before a second clause that expands or illustrates the first.</p>	<p><i>He was very cold: the temperature was below zero.</i></p>
comma	<p>A comma is a punctuation mark used to help the reader by separating parts of a sentence. It sometimes corresponds to a pause in speech.</p> <p>In particular we use commas:</p> <ul style="list-style-type: none"> <li>• to separate items in a list (but not usually before and)</li> <li>• to mark off extra information</li> <li>• after a subordinate clause which begins a sentence</li> <li>• with many connecting adverbs (e.g. however, on the other hand, anyway, for example)</li> </ul>	<p><i>My favourite sports are football, tennis, swimming and gymnastics. I got home, had a bath and went to bed.</i></p> <p><i>Jill, my boss, is 28 years old.</i></p> <p><i>Although it was cold, we didn't wear our coats.</i></p> <p><i>Anyway, in the end I decided not to go.</i></p>
dash	<p>A dash is a punctuation mark used especially in informal writing (such as letters to friends, postcards or notes). Dashes may be used to replace other punctuation marks (colons, semi-colons, commas) or brackets.</p>	<p><i>It was a great day out - everybody enjoyed it.</i></p>
direct speech	<p>In direct speech, we use the speaker's original words (as in a speech bubble). In text, speech marks ('...' or "..."—also called inverted commas or quotes) mark the beginning and end of direct speech.</p>	<p><i>Helen said, 'I'm going home'. 'What do you want?' I asked.</i></p>
ellipsis	<p>Ellipsis is the omission of a word or phrase which is expected and predictable.</p>	<p><i>Frankie waved to Ivana and <u>she</u> watched her drive away.</i></p> <p><i>She did it because she wanted to <u>do it</u>.</i></p>
exclamation mark	<p>An exclamation mark is used at the end of a sentence (which may be</p>	<p><i>What a pity!</i></p> <p><i>Get out!</i></p>

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	exclamative, imperative or declarative) or an interjection to indicate strong emotion:	<i>It's a goal!</i> <i>Oh dear!</i>
hyphen	<p>A hyphen is sometimes used to join the two parts of a compound noun, as in golf-ball and proof-read. But it is much more usual for such compounds to be written as single words (e.g. football, headache, bedroom) or as separate words without a hyphen (golf ball, stomach ache, dining room, city centre).</p> <p>However, hyphens are used in the following cases:</p> <ul style="list-style-type: none"> <li>• in compound adjectives and longer phrases used as modifiers before nouns</li> <li>• in many compound nouns where the second part is a short word like in, off, up or by</li> <li>• in many words beginning with the prefixes co-, non- and ex-</li> </ul> <p>Hyphens are also used to divide words at the end of a line of print.</p> <p>Hyphens can be used to join a prefix to a root word, especially if the prefix ends in a vowel letter and the root word also begins with one.</p>	<p><i>a foul-smelling substance</i> <i>a well-known painter</i> <i>a German-English dictionary</i> <i>a one-in-a-million chance</i> <i>a state-of-the-art computer</i> <i>a ten-year-old girl</i></p> <p><i>a break-in</i> <i>a write-off</i> <i>a mix-up</i> <i>a passer-by</i></p> <p><i>co-operate</i> <i>non-existent</i></p> <p><i>co-ordinate</i> <i>re-enter</i> <i>co-operate</i> <i>co-own</i></p>
parenthesis	<p>A parenthesis is a word or phrase inserted into a sentence to explain or elaborate. It may be placed in brackets or between dashes or commas.</p> <p>The term parentheses can also refer to the brackets themselves.</p>	<p><i>Sam and Emma (his oldest children) are coming to visit him next weekend.</i></p> <p><i>Margaret is generally happy - she sings in the mornings - but responsibility weighs her down.</i> <i>Sarah is, I believe, our best student.</i></p>
question mark	<p>A question mark is used at the end of an interrogative sentence or one whose function is a question</p>	<p><i>Who was that?</i> <i>You're leaving already?</i></p>
semi-colon	<p>A semi-colon can be used to separate two main clauses in a sentence. They could also be written as two separate sentences.</p> <p>However, where the two clauses are closely related in meaning, a writer may prefer to use a semi-colon rather than two separate sentences.</p>	<p><i>I liked the book; it was a pleasure to read.</i> <i>I liked the book. It was a pleasure to read.</i></p> <p><i>I need large, juicy tomatoes; half a pound of unsalted butter; a kilo of fresh pasta, preferably tagliatelle; and a jar of black olives.</i></p>

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	Semi-colons can also be used to separate items in a list if these items consist of longer phrases.	
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