Ponctuation	Purpose
Full stop [.]	used to end a sentence.
Apostrophe [']	to show possession or contraction.
Question mark [?]	to indicate a question.
Exclamation point [!]	to express emotion.
Quotation marks [" "]	to indicate a quotation.
Comma [,]	to separate a word or phrase that is relevant but not essential information.
Colon [:]	to introduce an explanation (what follows "explains" or "answers" what precedes.
Semicolon [;]	to clarify a series and to indicate two closely related sentences.
Ellipsis […]	It can be used to show a word or words have been removed from a quote. It can create suspense by adding a pause before the end of the sentence.
Brackets [[ ]]	to show information was added.
Parentheses [( )]	to separate a word or phrase that is relevant but secondary information..
hyphen [-]	used to join words or parts of words.