Punctuation

1- <u>Full stop</u> (.)

* All sentences end with a full stop.

*Full stops are considered optional in abbreviations

(i.e.) to explain things, (e.g.) example.

2- <u>Questions mark</u>.(?)

*It is used to ask questions

3- <u>Exclamation mark</u>.(!)

*It is used in strong exclamation.

4-<u>Quotation marks</u>. (" ")

*They are used in direct speech.

*With foreign words.

5- <u>Apostrophe</u>.(')

*Possessive nouns have apostrophes.

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6- <u>Comma</u> (,)

*The comma is a punctuation inside the sentence.

7- <u>Semicolon</u>. (;)

*It is used between two clauses that could be separated sentences, especially when the clauses are linked in sense or contrasted

8- <u>A Colan</u>. (:)

* is used to introduce a list.

9- <u>Hyphen</u>. (-)

*It makes two or three words into one compound word.

10- <u>Brackets</u>.( ).

*They play the same role as a pair of comma.