



Understanding and Using Punctuation

Apostrophe (')

used in two ways:

1. Apostrophes are used to replace letters which have been missed out of words.
For example: *she has* or *she is* becomes *she's*
they have becomes *they've*
could not becomes *couldn't*
did not becomes *didn't*
2. Apostrophes are also used to show that something belongs to someone or something else.
For example: *the bird (its) song* becomes *the bird's song*
John (his) book becomes *John's book*

If the possession is plural (more than one) the apostrophe changes place:

the birds' song means that the song belongs to more than one bird.

(If a name ends in s as in Jesus, the apostrophe comes after the s, even though Jesus is one man, and not many.)

For example: *Jesus' disciples* which means the disciples belong to Jesus.)

Comma (,)

used whenever a reader ought to take a pause. Also used to separate words in a list.

Capital Letters

used at the beginning of every sentence or when naming a person or place.

Exclamation Mark (!)

used to show command, surprise or anger.

Full Stop (.)

used to end a sentence.

Question Mark (?)

used when asking a direct question.