SLAC PUNCTUATION AID

Summary of Punctuation Marks

Punctuation Marks	Name	Example
.	full stop or period	I like English.
,	comma	I speak English, French and Thai.
;	semi-colon	I don't often go swimming; I prefer to play tennis.
:	colon	You have two choices: finish the work today or lose the contract.
-	hyphen	This is a rather out-of-date book.
—	dash	In each town—London, Paris and Rome—we stayed in youth hostels.
?	question mark	Where is Shangri-La?
!	exclamation mark exclamation point (AmE)	"Help!" she cried. "I'm drowning!"

/	slash, forward slash or oblique	Please press your browser's Refresh/Reload button.
\	backslash	C:\Users\Files\jse.doc
“ ”	double quotation marks	"I love you," she said.
’	apostrophe	This is John's car.
( )	round brackets	I went to Bangkok (my favorite city) and stayed there for two weeks.
[ ]	square brackets	The newspaper reported that the hostages [most of them French] had been released.
…	ellipsis mark	One happy customer wrote: "This is the best program...that I have ever seen."

Google.com type in English Punctuation and then click on How to Use English Punctuation Correctly (with examples)

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