

Punctuation



Punctuation gives important clues about how messages are read. It tells readers how the words, groups of words and ideas should sound.

Have I made clear:

- how sentences end? (. ? !)
- someone is speaking? (" ")
- ideas are in a list or series (dogs, cats, birds)
- something is owned or possessed using an apostrophe ...
 - singular ownership: *Tom's house*
 - plural ownership: *Our schools' trophy display,*
- words are contractions using an apostrophe ...
 - *cannot = can't, she is = she's*
- the first (two or more) letters of given names by using full stops after the initials: J.K. Rowling
- abbreviated or shortened words: February = Feb. , for example = e.g.

Note: United States is written as US unless it may be confused with the word 'us'. An abbreviation in which the last letter of the word is the

final letter of the abbreviation, no stop/period is required.

e.g., Doctor Jones = Dr Jones

