

Punctuation Checklist

Use:

- **periods** (.) – at the end of telling sentences, abbreviations, and letters and numbers in an outline
- **question marks** (?) – at the end of asking sentences or asking words
- **exclamation marks** (!) – at the end of telling sentences or words that display strong emotion
- **commas** (,) – to separate introductory words, words in a list, dates, addresses, and quotations
- **quotation marks** (“”) - to show what someone is saying
- **apostrophes** (‘) – to show possession
- **hyphens** (-) – when writing number words and in compound describing words
- **parentheses** () – around information that does not fit into the flow of the sentence but that you want to include
- **colons** (:) – before writing a list
- **semicolons** (;) – to separate a list with clauses containing commas

