

Punctuation

Common punctuation marks



Full stops: These are used to show sentence **endings**. When a full stop is used, the voice should indicate **closure** to the sentence.



Commas: These **break** clauses and lists of items, and encourage phrasing for a meaningful reading.

Examples:

1. *My mind was a whirlpool of doubt, fear, and horror.*
2. *They hunted together, mother and cub, in the age-old fashion of the pack.*
3. *I am going to buy a pineapple, grapes, oranges, and a watermelon.*



Question marks: These indicate that the voice should be lifted (as in a spoken question).

Example:

Will you come with me?



Exclamation marks: These are used for **emphasis** in the text, and require a stronger use of voice in oral reading.

Example:

The giant shouted, "Come here!"



Speech marks: These may signal a **change of tone** for character speech, and differentiate between speech and other text.

Example:

"You will be very comfortable in my cave," quivered the old witch.

Complex punctuation marks include:



Colons: These are used to show that:

- Specific detail follows the introduced subject.
- Information will follow the subheading.

Example:

The garden contained every colour: red, green, yellow, pink, mauve, blue and many shades of these colours.



Semicolons: These are used to break up longer lists of descriptive clauses, or in place of conjunctions (these are often called **joining words**).