

## Punctuation rules

### End punctuation marks:

#### 1. Full stop, or period (.)

- Used a full stop at the end of a sentence:  
She stood up and went away. She was furious.
- Used for abbreviations:  
Co. (Company)  
M.P. (Member of Parliament)

#### 2. Question marks (?)

- Question marks are used at the end of direct questions:  
Where do you live?  
Are you crazy?  
Did you do the homework?
- Use a question mark at the end of tag questions:  
You will help me, won't you?  
He likes soccer, doesn't he?

#### 3. Exclamation marks (!)

- Used to indicate strong emotions:  
She's so beautiful!  
What a nice girl!  
How interesting!
- Used after interjections:  
Oh! It's awful.  
Hi! What's up?

### Commas (,)

- Commas are used between items in a series or list. The last two items of the series usually do not need a comma between them. They are separated by "and".  
I like spaghetti, fish, pizza and couscous.
- Commas are also used between adjectives or adverbs:  
I'd like to have a big, black, German car.  
She speaks slowly, quietly and eloquently.
- After the street address and city in an address:  
34 Hassan II Street, Rabat, Morocco.
- Before or after direct speech:  
He said, "I hate being treated like that."  
"I'm sorry", she replied.
- Before a coordinating conjunction (for, and, nor, but, or, yet, so)  
He woke up late, so he had to drive to work.

### Semicolons (;)

- Semicolons are used instead of a full stop or period to separate independent sentences:  
They woke early and read a book; then they went jogging.
- Use a semicolon to separate items in a series when those items contain punctuation such as a comma:  
They visited the Eiffel Tower, Paris; Big Ben, London; and the statue of liberty, New York

### Colons (:)

- Use a colon to introduce a list:  
He visited three cities last summer holiday: Madrid, Roma and Athens.
- To introduce an idea or an explanation:  
He had one idea in mind: to see her as soon as possible.
- To introduce direct speech or a quotation:  
The secretary whispered in his ear: "Your wife is on the phone. "

### Dashes (--)

- To introduce paranthetical information:  
I put on a blue jacket --the one my mother bought me-- and blue jeans.
- To show an afterthought:  
I explained to him my point of view-- at least I tried!

### Apostrophes (')

- Use an apostrophe to indicate a missing letter or letters in a contraction.  
I'm fed up with his stories
- Use an apostrophe plus the letter "s" to show possession.  
My brother's girlfriend is such a sweet girl.