PUNCTUATION SUMMARY

.	period	1. Used at the end of a sentence 2. Used in abbreviations	-I ate all the chocolates and felt sick. -Thank you for all of your help. - Mr. S. Kohner lives in Baie-Comeau.
,	comma	1. Used to separate words in a list 2. Used to separate words and numbers in dates and addresses. 3. Used to separate thoughts 4. Used in speech/dialogue 5. AAAWWUBBIS	-I like chicken, sausages and hamburgers. -The apples, which were red, had worms in them. -I asked, "Who's there?" - The pig was born in Montreal, QC on Nov. 29, 1999. - After he finished eating, he excused himself.
:	colon	1. Used to introduce a list 2. Used after a greeting in a letter 3. Used between the numbers showing time	- Here's what you must bring: a swimsuit, a towel and a lunch. - Dear Mr. Kohner: - 1:30 p.m.
;	semicolon	Used to combine two sentences together without using linking words (and, but, so, then…)	- I waited for the bus; I was becoming impatient. - The roses were red; the violets were blue.
?	question mark	Used at the end of a sentence that asks a question	- Where are you going? - What are you doing? - How did you manage to disappear like that?
!	exclamation	Used to show strong emotion or feeling	- That comment was so stupid! - Watch out! The roof is caving in! - Happy Birthday!

	point		
'	**apostrophe**	1. Used in contractions 2. Used to show possession 3. Used instead of numbers	- Sarah's house - Isn't that Sarah's house? - I couldn't believe my eyes! - The summer of '99 was the best ever!
" " **...**	**quotation marks**	1. Used before and after words that show conversation. 2. Used for special words or slang	- He said, "Please wait for me." - "Wait!" I exclaimed. "I have an idea!" - "From what I can see, I think we are lost." - "Look at the beautiful boat," she said. - He asked Jo, "What are you going to do?" - The cake she made for me was "special".
( )	**parentheses**	Used to add information	- Entries are due by May 21. (Entries received later than that date will not be accepted.) - The boy (who had lost his tooth) cried when the tooth fairy did not leave any money.
-	**hyphen**	Used when using prefixes, compound words, or when denoting numbers with words.	- thirty-eight; seventy-two - mind-boggling; two month-old kittens; well-tuned - grass-seed;
—	**dash**	1. Used in phone numbers 2. Used to indicate a range of numbers 3.Used to indicate a break in thought or to set an appositive off from the rest of the sentence	- 418-296-2832 - Read pages 39 – end They want to visit Montreal - I can understand why. - There is no more room – out you go!