



# PUNCTUATION RULES CHEAT SHEET

Punctuation mark	Rules	Examples
<b>The period or the full stop (.)</b>	Used to finish or end sentences	I am going home.
<b>The question mark (?)</b>	Always placed at the end of a question.	What is your favorite color?
<b>Double quotation marks (“”)</b>	Used to directly and exactly quote the words	The words “affect” and “effect” are often confused.
<b>Colon (:)</b>	Introduce anything: words, phrases, lists, or quotations.	The man finished eating in seconds: “I’ll never get such food again,”he said.
<b>Comma (,)</b>	Use a comma to set apart introductory words, clauses	Honestly, it’s cold.
<b>Apostrophe (’)</b>	Used for contractions	Let’s go to the Bahamas next weekend.
<b>Dashes</b>	Represent a range between numbers, dates & add emphasis	Clark went to the Miami Heat–Boston Celtics game.
<b>Exclamation point (!)</b>	The end of a sentence and adds emphasis or indicates something surprising	Hurrah! We are home.
<b>Parenthesis ( )</b>	The writers to add more information	Both women (who coincidentally came from the same city) arrived in the morning
<b>Ellipsis (...)</b>	Indicates a pause and a sentence fading off.	Most of it seemed untrue...It is not acceptable
<b>Hyphen (-)</b>	Join adjectives before a noun, and indicate fractions	We missed our check-in