

Punctuation Sign	Explanation of usage and examples
(.) Period / Full Stop	<ul style="list-style-type: none">➤ Used to end a sentence. Example: <i>I came home late.</i>➤ Used in abbreviations (when the last letter of the abbreviation is not the last letter of the full word) Example: <i>etc. (et cetera), as opposed to Mister, which can be abbreviated in both ways: Mr & Mr.</i> <p>Remark: If the sentence ends with an abbreviation, use only one period. Example: <i>He bought apples, pears, lemons, oranges, etc.</i></p>
[,] Comma	<ul style="list-style-type: none">➤ Used to separate different clauses in a sentence. Example: <i>Yesterday was cloudy, so she took an umbrella with her to work.</i>➤ Used after introductory words, phrases or clauses. Example1: <i>Meanwhile, the cat stretched tenderly on the brown sofa.</i> Example2: <i>While I was eating, the cat scratched the door.</i> <p>Example introductory words: <i>Yes, no, well, however, furthermore, unfortunately, meanwhile, etc.</i></p> <p>If you remove these introductory words from the sentence, the meaning of the sentence does not change</p> <ul style="list-style-type: none">➤ Used to separate additional information within the sentence, without which the sentence would still make perfect sense. Example: <i>Nancy and Mary, the girls from AUA, went to the theater yesterday evening.</i>
(?) Question Mark	<ul style="list-style-type: none">➤ Used when asking a question. Example: <i>How old are you?</i>
(!) Exclamation Mark	<ul style="list-style-type: none">➤ Usually used with a short sentence that expresses a strong feeling (shock, surprise, command). Example: <i>What an amazing surprise!</i>
(:) Colon	<ul style="list-style-type: none">➤ Used when introducing a list or a quotation after a complete statement. Example: <i>The "XYZ" monthly newspaper is segmented into several parts: political news, sports, fashion and technology.</i>

(;) Semicolon	<ul style="list-style-type: none">➤ Used to join related independent sentences in a compound sentence. Example: <i>Jane overslept by 3 hours; she was going to be late for work again.</i>➤ Used to separate series of words that already include commas. Example: <i>Members of the Beatles group include John Lenon, singer/bass guitarist; Paul McCartney, singer; George Harrison, lead guitarist; and Ringo Starr, drummer.</i>
("") Quotation Marks	<ul style="list-style-type: none">➤ Used when quoting another person's speech word by word. Example: <i>John said, "The political instability of Ukraine threatens to worsen the Ukrainian economy."</i> OR <i>"The political instability of Ukraine threatens to worsen the Ukrainian economy", John said.</i>
() Parentheses	<ul style="list-style-type: none">➤ Used to add additional, non-essential information (such as data, sources or ideas) into the sentence.
(') Apostrophe	<ul style="list-style-type: none">➤ Used to show the belonging of an object or a person to something. Examples: <i>Martin's dog, Catherine's mirror</i>➤ Used to show the omission of letters. Example: <i>He'll go to the concert with his mother.</i>
(-) Dash	<ul style="list-style-type: none">➤ Used to emphasize a point, or explain a claim further. If used too often, it might lose its impact. Example: <i>To some of you, my suggestions might seem radical – even revolutionary.</i>
(-) Hyphen	<ul style="list-style-type: none">➤ Used to join 2 or more words, which are to serve as 1 adjective. Example: <i>sugar-free, bad-tempered, good-looking</i>➤ Used when writing compound numbers. Example: <i>forty-six, fifty-eight</i>➤ Used with prefixes, such as self- , ex- , all- , pre- , mid- . Example: <i>self-assured, ex-husband, all-inclusive, pre-Civil War, mid-1980s, etc.</i>