

Vocabulary Point

Menu



Punctuation Marks

<p>Comma (,)</p> <p>The comma is the shortest pause and is used within a sentence to separate or set off words and groups of words.</p> <p>Nomi, do not find fault with others.</p> <p>Ahmad, I hope Jasmine can come to the party</p>	<p>Exclamation Mark (!)</p> <p>The exclamation mark is used after words, phrases, and sentences expressing some strong emotions or sudden feelings of the mind.</p> <p>For example</p> <p>What a good Advice!</p> <p>Aren't they handsome!</p>	<p>Apostrophe (')</p> <p>To form the possessive of singular nouns and abbreviations of singular items, use an apostrophe plus s:</p> <p>Rizwan's car</p> <p>NATO's future</p> <p>the C.O.'s orders</p> <p>shahid book</p>	<p>Colon (:)</p> <p>The colon is used to represent even longer pause than the semi colon.</p> <p>Bacon says: "Reading makes a full man, writing an exact man, speaking a ready man".</p> <p>Shakespeare says: "Frailty, thy name is woman".</p>
<p>Brackets []</p> <p>There are usually two types of bracket "()" "[]".</p> <p>He is (as he always was) a rebel. zu(),</p> <p>. Zimbabwe (formerly Rhodesia). (!));</p> <p>They talked about Machtropolitik (power politics)</p>	<p>Semicolon (;)</p> <p>The semi colon is a longer pause than the comma.</p> <p>Take care of your health; otherwise, you will be ill.</p> <p>Drink milk; for it is a perfect diet.</p> <p>I like the samples very much; therefore, I am going to order seven dozen</p>	<p>Question Mark (?)</p> <p>The question mark is used after a direct question.</p> <p>Helping verb</p> <p>Do, does, did, is, are, am, was, were, has, have, had, shall, should, will, would, can, could, may, might.</p> <p>Why did you beat the dog?</p>	<p>Full Stop / Period (.)</p> <p>The full stop conveys the longest pause in a passage and is used:</p> <p>To make the end of a declarative sentence, a mild command, or an indirect question.</p> <p>Examples</p> <p>she needs your request.</p>

Punctuation Marks Rules and Examples Pdf

December 23, 2021 by [Lucy](#)

Punctuation marks are the symbols used in writing to make the meaning of a sentence clearer and easier to understand. Learning how to use punctuation marks correctly is an important part of mastering written English. This article looks at the basic rules for punctuation marks and provides examples to help readers understand their usage in context.

Here are 14 Common Punctuation Marks :

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1. Period (.)
2. Comma (,)
3. Question mark (?)
4. Exclamation point (!)
5. Colon (:)
6. Semicolon (;)
7. Quotation marks (" ")
8. Apostrophe (')
9. Hyphen (–)
10. Dash (—)
11. Parenthesis ()
12. Brackets []
13. Ellipsis (...)
14. Slash (/)



Punctuation Marks Rules and Examples

Period (.)

A period (.) is a punctuation mark that is used to indicate the end of a sentence. It is also called a full stop or point. When used, the period is placed at the end of a declarative or an imperative sentence to indicate that it is complete and is not part of a larger thought. The period is also used in abbreviations and initials, as well as in numbers used as decimals. The proper use of the period is important in order to convey meaning and clarity in writing.

Rule of Period (.)

- Use a period at the end of a declarative sentence to indicate that the sentence is complete.
- Use a period at the end of an imperative sentence to indicate a command or request.
- Use a period at the end of an indirect question.
- Use a period in abbreviations to show the end of the word.
- Use a period in initials to show the end of each letter.
- Use a period in numbers used as decimals to separate the whole number from the decimal.

Examples of Period (.)

- The cat chased the mouse.
- Please turn off the lights.
- Can you tell me where the nearest gas station is?
- The U.S.A. is a country located in North America.
- R.R. Tolkien is the author of The Lord of the Rings.
- The price of the book is \$12.99.



Comma (,)

A comma (,) is a punctuation mark that is used to separate items in a list, connect two independent clauses with a coordinating conjunction, or set off nonessential elements in a sentence. Commas help to clarify the meaning of a sentence and make it easier to read.

Examples of Comma (,)

- I need to buy eggs, milk, bread, and cheese from the grocery store.
- The dog was big, fluffy, and friendly.
- She loves to dance, sing, and play the guitar.
- I wanted to go to the party, but I had to work late.
- My favorite colors are blue, green, and yellow.
- He studied hard, so he did well on the test.
- Sarah, my best friend, is coming to visit me tomorrow.
- The book, which was written by J.K. Rowling, is very popular.

Rules of Comma (,)

- Use a comma to separate items in a list of three or more. For example: "I need to buy apples, oranges, and bananas."
- Use a comma to separate two or more adjectives that describe the same noun. For example: "The tall, dark man walked into the room."
- Use a comma before a coordinating conjunction (and, but, or, nor, for, so, yet) that connects two independent clauses. For example: "I wanted to go to the park, but it started to rain."
- Use a comma to set off introductory elements, such as phrases or clauses, at the beginning of a sentence. For example: "In the morning, I like to drink coffee."
- Use a comma to set off nonessential elements, such as phrases or clauses, within a sentence. For example: "My friend, who lives in New York City, is a doctor."
- Use a comma to separate a direct address from the rest of the sentence. For example: "John, please pass the salt."

example: "Hello, John, how are you today?"

Question mark (?)

The question mark (?) is a punctuation mark that is used at the end of a sentence to indicate that it is a question. It is used in written language to show that the writer is asking a direct question, seeking information, or expressing uncertainty.



Rules of Question mark (?)

- Use the question mark to end direct questions.
- Use it to show uncertainty, surprise or disbelief.
- Use it in rhetorical questions, which are questions that don't require an answer.
- Use it in indirect questions that are written in the form of a question.
- Always place the question mark at the end of a sentence, even if it contains multiple clauses.
- Use the question mark with care and avoid overusing it.

Examples of Question mark (?)

- "What is your name?"
- "Did you finish your homework?"
- "How do you make a cake?"
- "Why did you choose that outfit?"
- "Where are you going for vacation?"
- "Can you believe she did that?"
- "Are you coming to the party?"
- "What time is the meeting?"
- "Who won the game?"
- "Do you like ice cream?"

Exclamation point (!)

An exclamation point (!) is a punctuation mark that is used to indicate strong feelings or emphasis in a sentence. It is typically used to show excitement, surprise, anger, or other intense emotions.

Rules of Exclamation point (!):

- Use an exclamation point after an exclamation or interjection that expresses strong emotions.

- **Example:** Wow!, Congratulations!, Yay!
- Use an exclamation point to show surprise, shock, or astonishment.
- **Example:** I can't believe it!, What a surprise!
- Use an exclamation point to indicate emphasis or intensity.
- **Example:** The view is stunning!, This is absolutely amazing!
- Avoid overusing exclamation points, as this can detract from their impact.



Examples of Exclamation point (!):

- "That was incredible!"
- "Help!"
- "I won the lottery!"
- "Congratulations on your promotion!"
- "What a beautiful day!"
- "Stop!"
- "This is amazing!"
- "I can't believe it worked!"
- "You're amazing!"
- "Hurray!"

Colon (:)

A colon (:) is a punctuation mark that is used to introduce a list or an explanation, or to separate two independent clauses when the second clause explains or illustrates the first clause.

Rules of Colon (:)

- Use for introduce a list of items or elements.
- Colon is used to introduce an explanation or a clarification of what comes before it.
- Use a colon to introduce a quotation or a piece of dialogue.
- Use a colon to introduce a formal statement or a conclusion.
- Use a colon to separate titles and subtitles of books, articles, or other works.
- Use a colon after the salutation in a business letter.
- Use a colon after the time in an informal letter or an email.
- Do not capitalize the word after the colon unless it is a proper noun or the start of a complete sentence.
- Use a colon sparingly and only when it is appropriate and necessary for clarity.

20 Examples of Colon (:)

- My favorite colors are: red, blue, and green.
- Please bring the following items: a pen, paper, and a calculator.
- There was only one thing left to do: run.
- She had one thing on her mind: revenge.
- His explanation was simple: he didn't know.
- He quoted his favorite line from the movie: "You can't handle the truth!"
- The recipe called for three ingredients: sugar, flour, and eggs.
- The teacher gave us one assignment: write an essay.
- The presentation covered three main points: history, culture, and traditions.
- The movie was based on a true story: the life of a famous athlete.
- The sign said: "No trespassing."
- The email said: "I will see you at 6 pm."
- She wrote a letter to her boss: "Dear Mr. Smith:"
- The article was titled: "10 Tips for a Successful Job Interview."
- His favorite song was: "Stairway to Heaven."
- He had a simple message for his team: "Never give up."



Semicolon (;)

A semicolon (;) is a punctuation mark that is used to separate two independent clauses that are closely related, to separate items in a list that contain commas, or to clarify a series that contains commas.

Rules of Semicolon (;):

- Semicolons are used to connect two independent clauses that are closely related in meaning, without using a coordinating conjunction (e.g., and, but, or).
- Semicolons can also be used to separate items in a list when the items themselves contain commas.
- Semicolons can be used to clarify a series of items when the items themselves contain commas.

Examples of Semicolon (;):

- She studied hard for the exam; she was determined to pass.
- The company sells products in several countries: the United States, Canada, Mexico, and Brazil.
- The camping trip was canceled due to the weather; instead, they went to a

movie.

- I need to buy some groceries; bread, milk, eggs, and cheese are on my list.
- The concert was amazing; the music, the lights, and the atmosphere were all perfect.
- The dog barked loudly; the cat ran away in fear.
- She wanted to visit Europe; Italy, Spain, and France were at the top of her list.



- I have a lot of work to do; I need to finish this report, respond to emails, and attend a meeting.
- The restaurant serves a variety of dishes; pasta, pizza, salad, and steak are some of the most popular.
- He had a long day at work; he just wanted to go home and relax.
- She is a talented musician; she can play several instruments and sing beautifully.

Quotation marks (" ")

Quotation marks (" ") are punctuation marks used to indicate a direct quote or a title of a short work.

Rules of Quotation marks (" "):

- Quotation marks are used to indicate direct speech, dialogue, or a quote from a source.
- They are used to indicate titles of shorter works, such as articles, essays, poems, short stories, and song titles.
- Quotation marks are not used for titles of longer works, such as books, movies, and TV shows.
- When a quotation is interrupted by a phrase or sentence, the second part of the quote begins with a lowercase letter.
- Punctuation marks that belong to the quote are placed inside the quotation marks, while those that do not belong to the quote are placed outside.

Examples of Quotation marks (" "):

- She said, "I love you."
- He asked, "What time is it?"
- The article titled "The Benefits of Exercise" discusses the advantages of physical activity.
- The poem "The Road Not Taken" is one of Robert Frost's most famous works.

- The song "Imagine" by John Lennon is a classic.
- In the movie "The Godfather," Marlon Brando famously says, "I'll make him an offer he can't refuse."
- The author writes, "Life is a journey, not a destination."
- The headline read, "Local restaurant wins award for best pizza."
- The book "To Kill a Mockingbird" by Harper Lee is a beloved classic.
- She whispered, "Don't tell anyone, but I have a crush on him."



Apostrophe (')

An apostrophe (') is a punctuation mark used to indicate possession or to indicate the omission of letters in a word.

Examples of Apostrophe (')

- **Possessive:** The cat's tail was fluffy.
- **Contraction:** It's (it is) raining outside.
- **Contraction:** Don't (do not) forget to turn off the lights.
- **Possessive:** The child's toy was left on the playground.
- **Contraction:** She'll (she will) be here soon.
- **Possessive:** The company's profits have increased this quarter.
- **Contraction:** I'll (I will) call you back later.
- **Possessive:** My friend's car is parked in the driveway.
- **Contraction:** They're (they are) coming over for dinner tonight.
- **Possessive:** The dog's bark woke up the entire neighborhood.

Rules of Apostrophe (')

- **Possessive nouns:** An apostrophe is used to show possession for singular and plural nouns.
- **Example:** The book's cover, the students' notebooks.
- **Contractions:** An apostrophe is used to show where letters have been omitted in a contraction.
- **Example:** I'm (I am), can't (cannot), it's (it is).
- **Singular nouns ending in "s":** For singular nouns ending in "s", an apostrophe is added after the "s" to show possession.
- **Example:** The dress of James becomes James' dress.
- **Plural nouns not ending in "s":** For plural nouns that do not end in "s", an apostrophe is added before the "s" to show possession.
- **Example:** The children's toys, the men's hats.
- **Plural nouns ending in "s":** For plural nouns that end in "s", an apostrophe is

added after the "s" to show possession.

- **Example:** The girls' dresses, the boys' bikes.
- Avoid using apostrophes for possessive pronouns: Possessive pronouns like "its", "yours", "theirs", "ours", and "hers" do not require an apostrophe.
- **Example:** The cat licked its paws.
- Avoid using apostrophes for plural nouns: Apostrophes should not be used to make regular plurals of nouns.

- **Example:** Correct: The dogs ran in the park. Incorrect: The dog's ran in the park.

Hyphen (-)

A hyphen is a punctuation mark used to connect two or more words or to split a word that cannot fit on a line. Here are some rules and examples of using a hyphen:

Rules of Hyphen (-)

- **Connecting words:** A hyphen is used to connect two or more words to form a compound word.
- **Example:** father-in-law, self-esteem, well-known
- **Splitting words:** A hyphen is used to split a word at the end of a line when the word cannot fit entirely on one line.
- **Example:** "The elec- tronic device was malfunctioning."
- **Prefixes and suffixes:** A hyphen is used to connect a prefix or suffix to a base word.
- **Example:** co-worker, post-traumatic, ex-wife
- **Numbers and fractions:** A hyphen is used to connect numbers or fractions to show a range or to spell out a number.
- **Example:** 9-5 (for business hours), twenty-four, three-quarters
- **Compound adjectives:** A hyphen is used to connect two or more adjectives that are used together to modify a noun.
- **Example:** The well-dressed man, the blue-eyed girl, the quick-witted student.

Examples of Hyphen (-)

- The two-year-old child was very active.
- I will meet you at the twenty-first floor.
- The self-driving car is the future of transportation.
- The hard-working employees received a bonus.
- The pre-existing condition was not covered by the insurance.
- My five-foot-tall friend is the shortest in our group.

- The cross-country race was very challenging.
- The ice-cold water was refreshing.
- The high-speed train arrived on time.
- The non-alcoholic drink was very tasty.

Must Read: [Correct use of Noun, Pronoun](#)



Dash (—)

A dash (—) is a punctuation mark that is longer than a hyphen (-) and used to show a break in thought or to emphasize information.

There are two types of dashes: the em dash and the en dash.

1. Rules of the em dash:

- Use an em dash to indicate a sudden break in thought or interruption, often replacing commas or parentheses. For example: “I was going to buy some groceries—wait, did I leave the oven on?”
- Use an em dash to add emphasis to a particular part of a sentence. For example: “She was finally going to do it—run a marathon.”
- Use an em dash to set off a parenthetical statement. For example: “The actor—who had won an Academy Award the previous year—gave an emotional speech.”
- The en dash (–) is shorter than the em dash and is used primarily to indicate a range or connection between two items.

2. Rules of the en dash:

- Use an en dash to indicate a range of values or numbers. For example: “Please read chapters 5–7 for homework.”
- Use an en dash to connect two words that function as a joint modifier. For example: “The New York–based company has offices around the world.”
- Examples of the em dash:
 - She couldn’t believe what she was seeing—her ex-boyfriend was standing right in front of her.
 - The meeting was supposed to start at 10 a.m.—but it didn’t actually begin until noon.
 - I’ll never forget what she said to me—it was the most profound advice I’ve ever received.
- Examples of the en dash:
 - The 2000–2001 season was a difficult one for the company.

- The years 2000–2009 were marked by major technological advancements.
- The London–Paris train is one of the most popular routes in Europe.
- The article was co-authored by the chemistry–biology team at the university.

Parenthesis ()



Parentheses are a **punctuation** mark that is used to set off information within a sentences. Here are some rules for using parentheses:

Rules:

- Use parentheses to enclose information that is not necessary to the meaning of the sentence. This information can be deleted without changing the basic meaning of the sentence.
- **Example:** The building (which was built in 1920) is now a museum.
- Use parentheses to enclose an abbreviation or acronym that will be used later in the text.
- **Example:** The Federal Bureau of Investigation (FBI) conducted the investigation.
- Use parentheses to enclose a number or letter in a series.
- **Example:** The three primary colors (red, blue, and yellow) cannot be created by mixing other colors.
- Use parentheses to enclose a citation or reference in a paper or document.
- **Example:** (Smith, 2019) or (see Chapter 5 for more information).
- Use parentheses to enclose a clarification or explanation within a sentence.
- **Example:** I am taking a year off from school (to travel the world).

Here Are Ten Examples Of Parentheses In Use:

- The capital of France (Paris) is a popular tourist destination.
- The famous composer Mozart (1756-1791) lived in Austria.
- The professor's latest book (which was published last month) is getting great reviews.
- The team captain (who was injured in the last game) will not be playing in the tournament.
- The best-selling author (John Grisham) will be speaking at the conference next week.
- The recipe calls for two cups of flour (all-purpose or whole wheat).
- The company (which was founded in 1985) has offices all over the world.
- The research study (published in the Journal of Psychology) found that people

who exercise regularly are happier.

- The party (which lasted until dawn) was a huge success.
- The book (which was written by my favorite author) is on the bestseller list.

Brackets []



Brackets [] are punctuation marks that are commonly used in writing to enclose or indicate the inclusion of supplementary or explanatory material within a sentence or paragraph.

Rules of Brackets []:

- Brackets are used to enclose material that has been added to a sentence but is not part of the original text.
- They can be used to clarify a pronoun or to provide additional information to the reader.
- When used within a quotation, brackets indicate that the writer has added or modified the original text for clarity or emphasis.
- Brackets can also be used in mathematical expressions to indicate grouping or multiplication.

Examples of Brackets []:

- The senator [John Smith] was in attendance at the meeting.
- The company's profits have decreased by 20% [since last year].
- The witness stated, "He [the suspect] left the scene in a hurry."
- In the formula $3 \times [5 + 2]$, the brackets indicate that the addition should be performed first.
- The author of the article stated, "The [real] reason for the company's failure was poor management."

Ellipsis (...)

Ellipsis (...) is a punctuation mark consisting of three dots, used to indicate the omission of words or a pause in speech or thought.

Rules of Ellipsis (...):

- Ellipsis is usually used to indicate the omission of words in a quote or excerpt.

- When using ellipsis to show an omission in a quote, it is important to maintain the original meaning of the text.
- Ellipsis can also be used to indicate a pause or trailing off in thought or speech.
- In formal writing, use ellipsis sparingly, as it can be seen as a sign of incomplete or lazy writing.
- When using ellipsis at the end of a sentence, it is only necessary to add a period if the ellipsis comes before the end of the sentence.



Examples of Ellipsis (...):

- "I came, I saw... I conquered."
- "She began to speak, then hesitated... and finally decided to remain silent."
- "The passage read: 'To be or not to be, that is the question...'"
- "The report stated that the building was in need of repair... and that the cost of repairs would be substantial."
- "She looked out the window, lost in thought... wondering what the future held."

Slash (/)

Slash (/) is a punctuation mark that is used to indicate alternatives or options, to separate lines of poetry or song lyrics, to indicate division or fractions, or to show a relationship between two or more items.

Rules of Slash (/):

- Indicate alternatives or options: Use a slash to show that either one of two or more options can be chosen. For example, "Please bring a pencil/pen to the exam."
- Separate lines of poetry or song lyrics: Use a slash to indicate line breaks in poetry or song lyrics. For example, "The woods are lovely, dark and deep, / But I have promises to keep."
- Indicate division or fractions: Use a slash to show division or fractions. For example, "The ratio of boys to girls in the class is 3/2."
- Show a relationship between two or more items: Use a slash to show a connection between two or more items. For example, "The CEO/Founder of the company will be speaking at the conference."

Examples of Slash (/):

- Do you prefer chocolate/vanilla ice cream?
- "I wandered lonely as a cloud, / That floats on high o'er vales and hills"

- 5/10 of the class passed the exam.

Ampersand (&)

Ampersand (&) is a punctuation mark that is used as a logogram representing the word “and”. Here are the rules and examples for the ampersand:



Rules:

- The ampersand is usually used in place of the word “and” when space is limited or when it is part of a company or brand name.
- The ampersand is not generally used in formal writing or in academic papers, except when part of a specific name or title that contains the symbol.
- The ampersand should not be used interchangeably with the word “and” in all situations, as it can change the meaning of the sentence.

Examples:

- Smith & Co.
- Fish & chips
- Tom & Jerry
- R&B (Rhythm and Blues)
- Salt-n-Pepa
- AT&T (American Telephone and Telegraph)
- Rock & Roll
- Batman & Robin
- M&M’s (Mars & Murrie’s)
- Ben & Jerry’s

Asterisk (*)

Asterisk (*) is a punctuation mark that looks like a star. Here are its rules and examples:

Rules:

- Asterisks can be used to indicate a footnote, with the corresponding note usually placed at the bottom of the page.
- Asterisks can also be used to denote a correction or omission in a quoted text, with the corrected or omitted text placed next to the asterisk.

- In programming, asterisks can be used as a wildcard character to represent any character or string of characters.
- In informal writing, asterisks can be used to add emphasis to a particular word or phrase.

Examples:



- The asterisk next to the word “apple*” indicates a footnote that says “*Or any other fruit”.
- The quote read, “I have a dream that one day this nation will rise up and live out the true meaning of its creed...” The asterisks indicate that the quoted text has been corrected or omitted for clarity.
- In the search field, you can use the asterisk as a wildcard character to find any word containing a certain string of characters. For example, “grape*” would return results for “grape”, “grapes”, “grapefruit”, etc.
- “That was amazing!” The asterisks add emphasis to the word “amazing”, indicating that it was particularly impressive.

At sign (@)

The At sign (@) is a symbol that is primarily used in email addresses and social media handles. It was first introduced by Ray Tomlinson in 1972 to separate the user’s name from the destination address in an email.

Rules of At sign (@):

- The @ symbol must be placed between the user’s name and the domain name in an email address, for example, username@example.com
- The @ symbol can also be used to mention someone on social media platforms like Twitter, Instagram, and Facebook. The user’s handle is preceded by the @ symbol, for example, @username.
- The @ symbol should not be used in place of the word “at” in formal writing.

Examples of At sign (@):

- doe@example.com
- sarah_85@twitter.com
- smith@gmail.com

Caret (^)

Caret (^) is a punctuation mark that looks like a small, inverted “v” and is used to indicate where an additional text, word or punctuation mark should be inserted. Here are the rules and examples of its usage:

Rules of Caret (^):



- It is used to insert a missing or omitted letter, word or phrase in a sentence.
- **Example:** The recipe calls for flour, sugar, salt, ^baking powder, and vanilla extract.
- It is used to show where a correction is made in a sentence.
- **Example:** He went to the store and ^then to the park.
- It is used to indicate where a footnote or reference is inserted in a document.
- **Example:** The use of Caret (^) as a footnote indicator has been widely adopted in academic writing^1.

Examples of Caret (^):

- The instruction manual said to connect the blue wire to the ^green wire.
- The letter was addressed to John ^Smith, not Jane Smith.
- The article on the history of the Civil War^2 in America was well-researched and informative.

Dollar sign (\$)

The dollar sign (\$) is a symbol used in currency and financial contexts to denote money. In addition to its use as a currency symbol, it can also have other meanings in various contexts, such as indicating a price or value.

Rules of the Dollar Sign (\$):

- The dollar sign is always placed before the numerical value it represents.
- The dollar sign is often used in combination with other symbols and punctuation marks, such as a comma or a period, to indicate specific amounts or values.
- In some contexts, the dollar sign may be replaced with other currency symbols, such as the euro (€) or the yen (¥), depending on the currency being used.

Examples of the Dollar Sign (\$):

- The cost of the new laptop is \$1,200.

- She received a bonus of \$500 for her work on the project.
- The company's revenue for the year was \$10 million.

Percent sign (%):

- **Rule:** Used to indicate a percentage, and also to indicate the modulus operation in computer programming.
- **Example:** The interest rate is 4.5%.

Plus sign (+):

- **Rule:** Used to indicate addition or positive values.
- **Example:** $2+2=4$.

Minus sign (-):

- **Rule:** Used to indicate subtraction or negative values.
- **Example:** $5-3=2$.

Equal sign (=):

- **Rule:** Used to indicate equality or assignment.
- **Example:** $x=4$.

Tilde (~):

- **Rule:** Used to indicate approximation or negation in some programming languages.
- **Example:** The value is approximately 3.14.

Pipe (|):

- **Rule:** Used to indicate logical OR operation in computer programming.
- **Example:** If a is true or b is true, do something.

Backslash (\):

- **Rule:** Used to indicate an escape character in computer programming or to separate directory paths in file systems.
- **Example:** `C:\Users\username\Documents`.

Braces { }:

- **Rule:** Used to indicate a set or a block of code in computer programming.
- **Example:** { int x = 5; return x; }



Forward slash (/):

- **Rule:** Used to indicate division or to separate components of a URL in web addresses.
- **Example:** 10/2=5 or https://www.example.com/about.

Interrobang (‡):

- **Rule:** Used to indicate a mixture of a question mark and an exclamation mark for emphasis or surprise.
- **Example:** How could you do this‡

Irony mark (؟):

- **Rule:** Used to indicate irony or sarcasm.
- **Example:** That's a great idea؟

Percontation mark (؟):

- **Rule:** Used in Arabic and Persian languages to indicate a rhetorical question.
- **Example:** لماذا تفعل هذا؟

Pilcrow (¶):

- **Rule:** Used to indicate a paragraph break or to mark a new paragraph in written text.
- **Example:** Please begin a new paragraph with the next sentence.¶Thank you.

Section sign (§):

- **Rule:** Used to indicate a section or a paragraph in legal or academic documents.
- **Example:** Section 3.1 of the contract states that...

Dagger (†):

- **Rule:** Used to indicate a footnote or a reference in written text.
- **Example:** This statement is supported by evidencet.

Double dagger (‡):

- **Rule:** Used to indicate a second footnote or reference in written text.
- **Example:** The sources for this information are listed in the appendix‡.



Bullet (•):

- **Rule:** Used to indicate a list item or a bullet point in written text.
- **Example:** The following are the main advantages of this product:•Cost-effective,•Easy to use,•Highly customizable.

Prime ('):

- **Rule:** Used to indicate minutes or feet in measurements, and also to indicate derivatives in calculus.
- **Example:** 5'10" or f'(x).

Double prime ("):

- **Rule:** Used to indicate seconds or inches in measurements, and also to indicate second derivatives in calculus.
- **Example:** 5'10" or f''(x).

Copyright symbol (©):

- **Rule:** Used to indicate ownership of a creative work or intellectual property.
- **Example:** Copyright © 2023 by Jane Doe.

Registered trademark symbol (®):

- **Rule:** Used to indicate a registered trademark.
- **Example:** The logo is a registered trademark® of the company



Punctuation Marks & Rules



The full stop / The period

The full stop conveys the longest pause in a passage and is used:

To make the end of a declarative sentence, a mild command, or an indirect question.

Examples

she needs your request. (Declaration sentence)

Aliya asked me where I was going. (Indirect question)

Plz Help me. (Command)

Do not forget to pray the minister for performing the ceremony.

Driver choose their own speed.

Please send me the test.

The bus driver asked us where we wanted to go.

M.A. (master of arts)

B.A. (bachelor of arts)

M.B.B.S. (bachelor of medicine & bachelor of surgery)

U.S.A. (united state of America)

U.K. (united kingdom)

U.P.U. (united postal union)

M.R.Qureshi (Mohammad Raiz Qureshi)

G.M.Shahid (Ghulam mustafa shahid)

e.g. (= Latin: *exempli gratia* = for examples)





Punctuation Marks & Rules



The Question mark (?)

The question mark is used after a direct question.

- Where are you going?
- What is her name?
- Did you write a letter to your friend?
- Have you not completed your work?
- Did you take part in tests?



Helping verb

- Do, does, did, is, are, am, was, were, has, have, had, shall, should, will, would, can, could, may, might.
- Why did you beat the dog?

Interrogative words

1. Who, whom, whose, where, why, what, when, which, how.
2. Who knocks at the table?
3. What made you sad?
4. Who taught you Arabic?
5. The question mark is used within parentheses to indicate that the date or other statement is doubtful.

Examples

1. She was born in 1975 (?) and died after two years.
2. She must has paid a lot of money seventy (?) for that meal.
3. King Monty ruled between 1999 (?) and 1030 A.D.
4. The servent discovered twelve (?) bronze statues among the undersea ruins.





Punctuation Marks & Rules



The Exclamation Mark (!)

The exclamation mark is used after words, phrases, and sentences expressing some strong emotions or sudden feelings of the mind.

For example

1. What a good Advice!
2. Aren't they handsome!
3. What a spectacular scene!
4. Girls are walking on the moon!
5. Impossible!
6. Alas! I have lost the idea.
7. Hurrah! We have won the match.
8. That really hurts!
9. Ouch! That stings!
10. I'd love to not come!
11. They are revolting!
12. Go to your class!
13. Be careful!





Punctuation Marks & Rules



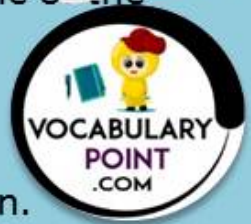
The comma (,)

The comma is the shortest pause and is used within a sentence to separate or set off words and groups of words.

The comma is used to mark off words used in addressing a person

Examples

- Nomi, do not find fault with others.
- Ahmad, I hope you and Jasmine can come to the party.
- I would be very glad, Raveez, if you would do this for me.
- Please let me know, Mr.Akram, when you will be in Lahore.
- Friends, come in.
- When you mention a person's title after his or her name of the name after the title.
- I saw Mrs. smreen, your teacher, his morning.
- Khopil, the builder, did not attention to his life.
- My ideal teacher, M. R. Qureshi, is a very honest person.
- The comma is used to make off a series of words of the same class like nouns, pronouns, adjectives, adverbs, and verbs.
- Pakistan, China, Saudi Arabia are good friends. (Noun)
- Rizwan, Arslan, Zeeshan appeared in the marriage hall. (Noun)
- The Girl purchased pencils, nibs, paper, and a dictionary from the shop. In the room, we found old furniture, worn out clothes, and several books. (Noun)
- We left the party room, switched off the lights, locked up the door, Mrs. rahmi Parveen is kind, intelligent, hard-working, cooperative, and sincere.





Punctuation Marks & Rules



The Semi Colon (;)

The semi colon is a longer pause than the comma. To mark off coordinate clauses connected by the following **conjunctions**.

Examples

1. Otherwise, therefore, so, then, for, yet, still, thus, however, furthermore, moreover, indeed, also, hence, else, but, nevertheless, consequently, accordingly, etc.
2. Take care of your health; otherwise, you will be ill.
3. Drink milk; for it is a perfect diet.
4. I like the samples very much; therefore, I am going to order seven dozen.
5. She did not work hard; consequently, she failed.
6. Sometimes, the semi colons are used in a sentence which is complete but does not have conjunction.
7. It was morning; a cool breeze was blowing; the birds were twitting; the flowers were blossoming; the atmosphere was charming.
8. The semi colon may be used instead of 'and', 'and then', 'till' etc.
9. She came and she saw and then she went away.
10. She came; she saw; she went away.





Punctuation Marks & Rules



THE COLON (:)

The colon is used to represent even longer pause than the semi colon.

Examples

- The colon is used to introduce a quotation.
- Bacon says: "Reading makes a full man, writing an exact man, speaking a ready man".
- Shakespeare says: "Frailty, thy name is woman".
- The colon is placed before a list that appears at the end of a sentence.
- Shakespeare's greatest tragedies are: Hamlet, King Lear, Othello and Macbeth.
- The great cities of Pakistan are: Karachi, Lahore, Faisalabad, Rawalpindi and Multan.
- Please remember to bring three articles: a comb, a razor and a dozen of eggs.
- The colon can be used instead of "but", "then", "so", "because" etc.
- I refused the offer because I do not wish to go there.
- In this sentence colon is used in place of 'because'
- I refused the offer: I do not wish to go there.
- Speech is silver but silence is gold





Punctuation Marks & Rules



The quotation marks/ inverted commas (“, ”)

The quotation marks are used to report the exact words of the speaker.

- ❖ She said, “life is not bed of roses.”
- ❖ He said, “i am going to lahore.”
- ❖ “Fetch me a glass of drink,” said he.
- ❖ “My dear brother, “said he, “i am going to karachi.”
- ❖ “I am doing sums,” said he, “will you help me?”
- ❖ The inverted commas are used for the title of a book, essay, poem, etc.
- ❖ “Tocsic” is a very good drama.
- ❖ “My financial career” is a very interesting story.
- ❖ The poem “we are seven” is written by wordsworth
- ❖ I have read “the great expectations.”
- ❖ Single quotation marks are used to show a quotation quotation.
- ❖ At the beginning of the class, the teacher said, “when s
- ❖ Shakespear speak of ‘quite desperation’ and what do he mean by this phrase?”
- ❖ She said to the students, “do not cheat others, be h
- ❖ ‘honestly is the best policy’.”





Punctuation Marks & Rules



The Dash (—)

The dash is used to indicate a sudden stop or change of thought.
If my father were alive — but why weep for the past.

Examples

- I wish I could come earlier — but who could forestall fate?
- The dash is used before and after the explanatory words.
- There was a time — a golden time — when I was young.
- There shall come a time — a blessed time — when Kashmir will become a part of Pakistan.
- The dash is used before and after an enumeration.
- Everything was stolen — utensils, clothes, watch.
- Friends, relatives, neighbors — all deserted me .
- The dash is used to indicate the intentional omission of some word or name.
- _____ is fond of gambling.
- The dash is used to indicate hesitation.
- I _____ I am afraid I cannot lend you this book.
- I feel _____ I mean.
- Rich and poor, high and low, old and young — all fought for freedom.
- Relatives, friends, neighbors _____ all came to see me





Punctuation Marks & Rules



The hyphen (-)

The hyphen is used to connect the parts of a compound word.

Examples

- Dining-room
 - Writing-table
- Letter-writing contest

- Flying-club
- Passer-by

The hyphen is used to break a word at the end of a line.

- Sub-stantial
- Knowl-edge
- in-complete
- bright-en

If the figures more than twenty and less than hundred are written in words, the hyphen is placed between them.

Twenty-one

Thirty-nine

Ninety-seven

Here is a short list of some words that need hyphens.

all forms of in -law: brother-in-law, father-in-law.

all great compounds: great-aunt, great-grandfather.

all vice compounds: vice-chairman; vice-consul.

all elect compounds: mayor-elect; president-elect.

all self compounds: self-taught, self-assured.





Punctuation Marks & Rules



The Apostrophe (')

To form the possessive of singular nouns and abbreviations of singular items, use an apostrophe plus s:

a girl's hat
Rizwan's car
NATO's future
the C.O.'s orders
shahid book
the cow's tail

To form the possessive of plural nouns not ending in s, add an apostrophe plus s:

men men's activities
children children's park

To indicate that two or more persons own something jointly, add an apostrophe and s to the last of the nouns.

Aslam and Akram's shop.
Rizwan, Arslan and Zeeshan's house.

To indicate that two or more persons own two or more things separately, use the apostrophe and s with all the nouns.

Aslam's and Akram's shop.
Shahid's, Hamid's and Amin's shops.

To form the possessive with singular compound nouns, add an apostrophe and s to the last word.

My sister-in-law's career.
The editor-in-chief's policy.





Punctuation Marks & Rules



• Brackets /the parentheses ()

- There are usually two types of bracket “()” “[]”.

Examples

- He is (as he always was) a rebel. zu(),
- . Zimbabwe (formerly Rhodesia). (!));
- They talked about Machtpolitik (power politics)
- His wife (he married about a year ago) is a member of this club.
- Brackets is also used for reference.
- Thomas Carlyle (1795– 1881)
- A discussion of integral circuits (see p.45)
- Brackets is also used for reference letters and numbers
- English
- Urdu
- Geography
- One of the selectmen supports the proposed change in traffic patterns for three reasons: (1) more customers would be attracted to the shopping area, (2) the hospital zone would become quieter, and (3) fire engines would be able to move more quickly than they now can.
- Brackets are also used for synonyms
- There are many (apparent) difficulties.



Grammar

- different punctuation marks and examples, kinds of punctuation marks and examples punctuation marks, name for punctuation marks, name the punctuation marks, names of punctuation marks, Punctuation marks and examples, punctuation marks in quotations, Punctuation marks rules and examples, Punctuation marks rules and examples pdf, punctuation marks with quotations, types of punctuation marks and examples, what are punctuation marks, what are punctuation marks and examples, what are the punctuation marks, what is a punctuation marks, what is punctuation marks, what is punctuation marks and examples
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pet vocabulary

Phrasal Verbs

Positive Words A to Z

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Synonyms

Tenses

Uncategorized

verbs start with A to Z

Vocabulary

