

PUNCTUATION

, ; : () - ...

COMMA (,) SEPARATES IDEAS / CLAUSES IN A SENTENCE OR ITEMS IN A LIST

SEMI COLON (;) IMPLIES A CONNECTION BETWEEN IDEAS IN A SENTENCE
ALSO SEPARATES A LONG LIST INTO SMALLER SECTIONS

COLON (:) INTRODUCES AN EXPLANATION, DEFINITION OR LIST

HYPHEN a.k.a. DASH (-) SEPARATES ADDITIONAL INFO INSIDE A SENTENCE
BRACKETS () INDICATE PAGE REFERENCES

ELLIPSIS (...) SHOWS MISSING INFORMATION OR SUGGESTS A CONTINUATION OF IDEAS

CORRECT

Here's a list of vegetables grouped according to type: potato, carrot, onion; capsicum, eggplant.

Rover, you are the best dog a man could have: shiny coat and great at collecting sticks.

Always use three dots, never two or four; if you get it wrong, you know what happens...

In a formal piece of writing such as an essay, use brackets for page references (ACT III.iv).

Use the hyphen – like this – to separate information within a sentence.

INCORRECT

AVOID OVERUSE of these punctuation marks. They get tired / repetitive quickly.

The semicolon is particularly conspicuous when misused / overused. Avoid it.

ADVANCED

Punctuation is important. It can radically alter the meaning of your writing:

A woman without her man is nothing.

A woman: without her, man is nothing.