

Enhance the Readability of Your Assignment With These 10+ Punctuation Marks

Are you tired of reading boring essays? Learn how to use punctuation marks to your advantage and make your assignments more engaging and easy to follow.

Full Stop



The Basics

Use a full stop (or period) to end a sentence or an abbreviation.



Press Style

In journalism, the full stop comes after abbreviations (e.g. Mr., Dr.) but not after contractions (e.g. I'll).



Money Values

Use a decimal point (full stop) to separate pounds from pence (e.g. £2.99).

Comma

Lists

Use commas to separate items in a list.

Clauses

Use commas to separate clauses in a sentence (e.g. before a conjunction like 'and' or 'but').

Dependent Clauses

Use commas after a dependent clause at the beginning of a sentence (e.g. Before I left, I had breakfast).

Introductory Elements

Use commas after introductory elements like adverbs (e.g. Firstly, I would like to say).

Semicolon



Joining Independent Clauses

Use a semicolon to join two independent clauses that are closely related (e.g. I have a meeting now; I'll call you later).



Separating Items

Use semicolons to separate items in a list when the items themselves contain commas (e.g. I packed my camera; my notebook, which I use for writing; and my laptop).



Architecture

Sanford White, architect of many iconic buildings; was murdered in 1906 by Harry K. Thaw.

Colon

1 Introduction

Use a colon to introduce a list, an explanation, or a quotation.

2 Examples

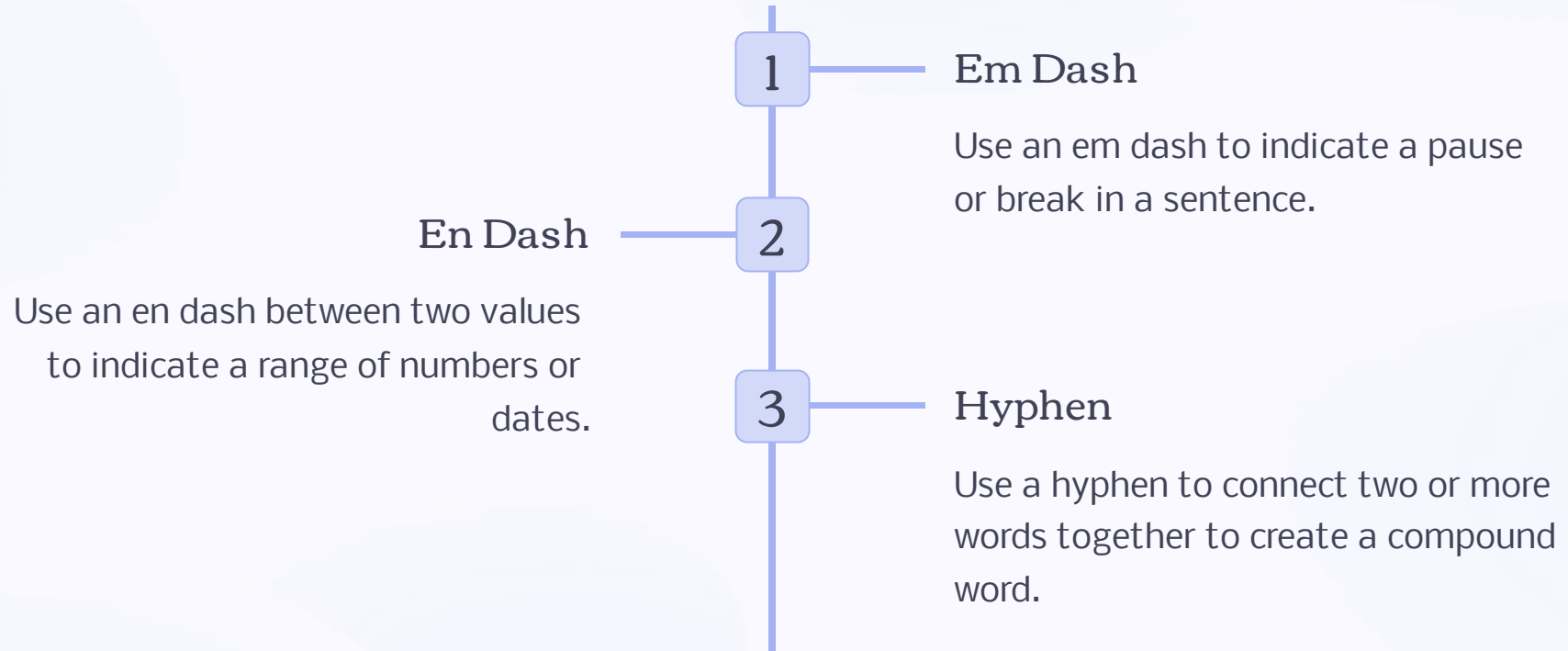
Use a colon before a list of examples or explanations when the sentence is grammatically incomplete without it.

3 Direct Speech

Use a colon to introduce a direct speech or quote.



Dash



Apostrophe

Contractions

Use an apostrophe in contractions (e.g. It's not worth it).

Possession

Use an apostrophe to indicate possession (e.g. John's book).

Plural Possession

Use an apostrophe after the 's' in a plural noun to indicate possession (e.g. The dogs' food).

Quotation Marks

Direct Speech

Use quotation marks to indicate direct speech (e.g. "I'm going to the store," Jack said).

Titles

Use quotation marks to enclose titles of articles, songs, chapters etc. within larger works (e.g. "The Benefits of Reading" is an essay within the book "The Power of Words").

Emphasis

Use quotation marks to enclose a word or phrase when emphasizing or bringing attention to it.

Ellipsis



Indication of Omission

Use an ellipsis to indicate a pause or interruption, or to indicate the omission of words in a quotation (e.g. "To be or not to be... that is the question").



Code

Use an ellipsis in code to indicate an incomplete command or text.



Recipe

Use an ellipsis in a recipe to indicate incomplete measurements or instructions (e.g. Add two cups of flour...).

Brackets

Change Case

Use brackets to change the case of a word or letter within direct speech or quotations to improve clarity (e.g. "[sic]" is used to indicate that a spelling error is from the original source).

1

Clarify or Modify Text

Use brackets to clarify or modify text that might be ambiguous without explanation (e.g. "He [the teacher] said it's important to study").

2

3

Mathematics

Use brackets to group parts of an equation for clarity or to indicate an implied quantity (e.g. $5[2+6]=40$ or $1/4[20]=5$).

Parentheses



Add Extra Information

Use parentheses to add extra information that is not essential to the meaning of the sentence (e.g. "The book (which was published last year) is now a bestseller").

Uses of Parenthesis

$(a+b)-c$	Addition
$1-(-a)-c$	Negative Sign Represent
$(a)(b)-c$	Multiplication

Mathematics

Use parentheses to indicate the order of operations in mathematics or to group terms together (e.g. $5(3+2)=25$ or $4-(2+1)=1$).



Music

Use parentheses for additional chord information in sheet music (e.g. (Verse 1) C, Am, F, G).



Conclusion

With this knowledge, you can now enhance your writing with these punctuation marks or you can take [online assignment help](#). Remember, improper punctuation can seriously affect the clarity of your writing, while proper punctuation can make it shine.