

# Punctuation Checklist

✓	Your Options
	<b>Period .</b>
	<b>Comma ,</b>
	To separate a series of things, names, or actions
	To call people by name
	To quote people
	To set apart opening words
	To surround information that interrupts a sentence
	To tie “mini-sentences” together
	To surround <i>which</i> information
	<b>Semicolon ;</b>
	To tie “mini-sentences” together without a connecting word
	To clear up a confusing series
	<b>Colon :</b>
	To introduce a long quotation
	To introduce a list
	To explain or expand on a statement
	To tell time
	<b>Question Mark ?</b>
	<b>Exclamation Point !</b>
	<b>Parentheses ( )</b>
	When the detour stands alone
	When the detour is within a sentence
	<b>Dash –</b>
	<b>Apostrophe ’</b>
	To show who owns what
	To combine two words into one
	To make a single letter plural
	<b>Quotation Marks “ ”</b>