Punctuation checklist

A **Capital letter** starts sentences and names	**.** **Full stop** ends a statement
? **Question mark** ends a question	**!** **Exclamation mark** shows strong feeling
, **Comma** separates list items and clauses	**'** **Apostrophe** missing letters and ownership
" " **Speech marks** go around spoken words	**:** **Colon** introduces a list or explanation
( ) **Brackets** add extra information	**–** **Hyphen** joins words: well-known

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