

# comma



1. A comma is used to separate items in a list or series.
  - My favourite fruit is apples, bananas and pears.
  - Ben, David and Sam are best friends.
2. Use a comma with dates.
  - My birthday is 30 June, 1992.

3. Use a comma to create a pause in a sentence.

- Once upon a time, there was a little rabbit.

4. Use a comma after introductory words in a sentence.

- However, I still think you have to study more.
- Yes, I think it is a good idea.
- Finally, we are going outside.



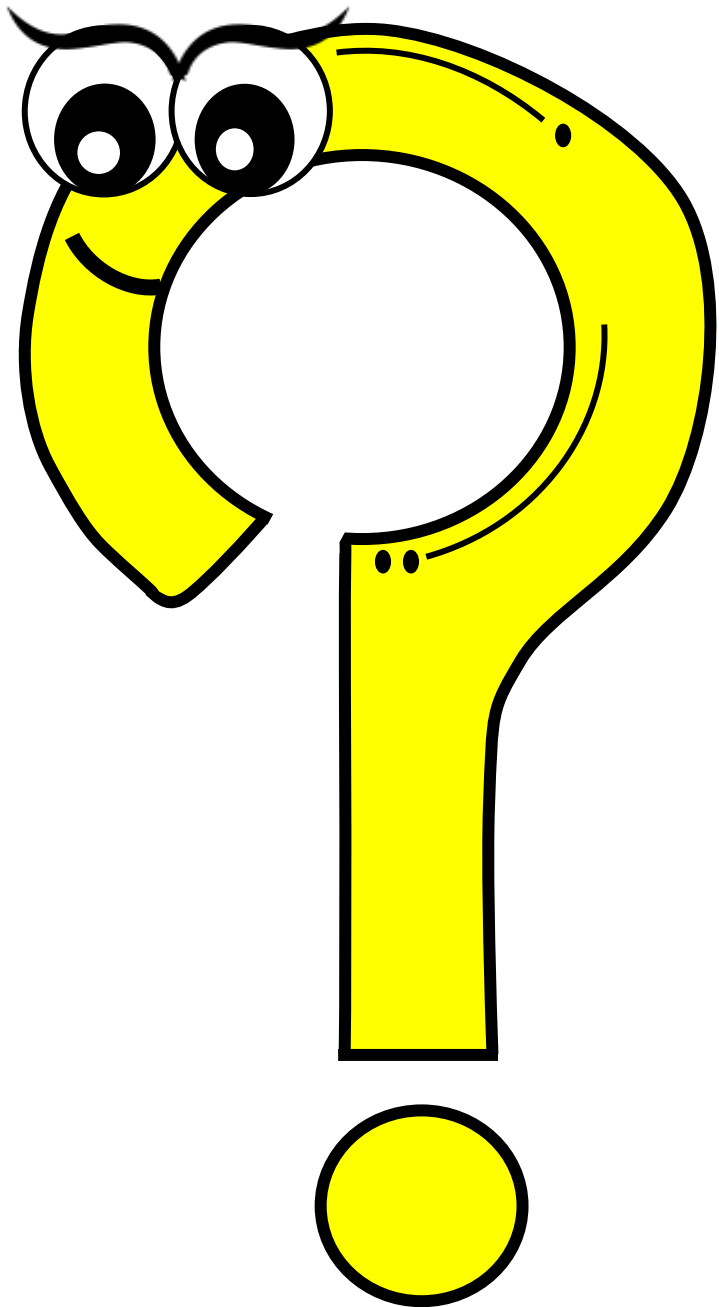
5. Use a comma in numerals.

- 1,000,000
- 99,999

# Full stop



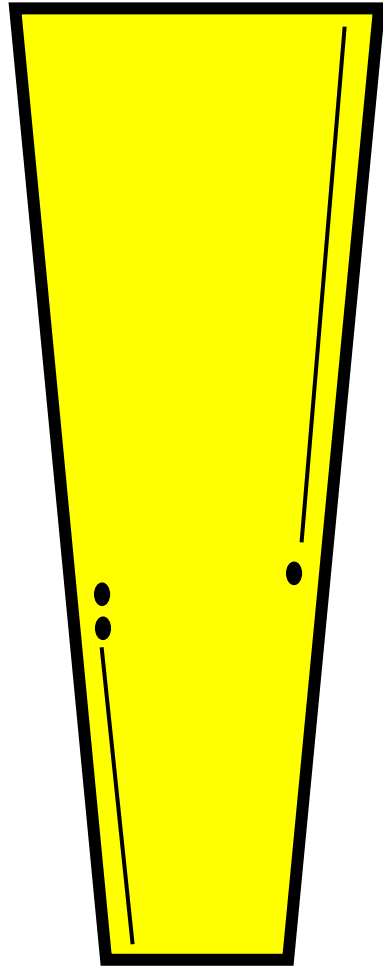
1. A full stop is used at the end of a sentence.
  - The man drives in a red car.
2. A full stop is also used after abbreviations.
  - Sunday - Sun.
  - Mrs. Davidson gives me cookies.



# Question mark

A question mark is used at the end of a sentence to ask a question.

1. How late is it?
2. When would you like to go to the park?
3. What is your favourite colour?
4. Where are we going on holiday?



# Exclamation mark

1. An exclamation mark is used at the end of sentence to show the following:

- Joy - Those flowers are so lovely!
- Anger - You are making me angry!
- To ask for help - Please help me!
- Excitement or surprise - I can't wait to go on holiday!

2. Sometimes we use exclamation marks after one word.

"Oh! I'm so disappointed."