

LANGUAGE POINT : PUNCTUATION

Match the phrases to complete the sentences.

We use . . .

An
exclamation
mark (!)

A question
mark (?)

A capital letter
(A,B,C, . . .)

A comma (,)

An
apostrophe (')
(for example,
we're,
Susan's)

A full stop (.)

at the beginning of a
sentence and with
names, countries,
nationalities and names
of books, films and
songs.

in lists and for pauses.

at the end of a sentence.

at the end of a question.

for an exclamation
or an imperative.

in short forms and to
show possession.