

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.