

# 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.