



Prince's Trust

# PUNCTUATION

## FULL STOP

A full stop is used at the end of a sentence.

I'm an entrepreneur.



## CAPITAL LETTER

All sentences start with a capital letter. Capital letters should also be used for the word 'I' and for names of people, places and things.

Mo starts his work placement on Wednesday.

## COMMA

Commas are used to separate items in a list and break sentences into different parts.

There are jobs in retail, construction and hospitality available.

We met on the course, before I started my new job.



**Top tip**  
Never use a comma where a full stop should be.

## EXCLAMATION MARK

An exclamation mark is used to indicate a command, strong feeling or surprise.

Oh no!



**Top tip**  
Less is more. Only use an exclamation mark if it's absolutely necessary.



## QUESTION MARK

Question marks are placed at the end of a sentence to indicate a direct question.

How do you think it went?

## APOSTROPHES

Apostrophes have two uses:

1. To show that some letters have been taken out of a word to shorten it. The apostrophe goes where the letters have been removed.

You have got the job.  
You've got the job.



**Top tip**  
Apostrophes are used this way in informal writing. Avoid shortening words when writing formally.

2. Apostrophes show that something belongs to or is connected with something else. To show belonging you add 's for example:

Sophie's presentation impressed the audience.