

Up-Stage Your Punctuation

(UKS2)

S6 ; semicolon	A semicolon is used to separate items in a list if the items are phrases rather than single words. It marks a pause longer than a comma but shorter than a full stop.
	<i>To bake a cake you will need the following ingredients: 1kg of self-raising flour; a pint of full-cream milk; four fresh eggs and a pound of butter.</i>
S6 ; semicolon	A semicolon is used to link closely related independent clauses without using a connective.
	<i>Some people write using a word processor; others write with a pen or pencil.</i>
	<i>Simon likes cake; Susan prefers salad.</i>

S6 : colon	A colon is used to introduce a list (avoid using after a verb or a preposition). It tells the reader to pause for longer than a comma or semi-colon but not for as long as a full stop.
	<i>You will need the following: socks, boots, gloves and a coat.</i>
S6 : colon	A colon is used to separate main clauses in a sentence where the second clause helps explain the first. It is used in more formal writing where a dash is more common in informal writing.
	<i>My secret for a healthy life: eat plenty of fruit and vegetables.</i>

S6 - hyphen	A hyphen links two or three words together to make a compound adjective . The hyphen is noticeably shorter than a dash and has no spaces before or after it.				
	<table border="1"> <tr> <td><i>a well-known actor</i></td> <td><i>a hot-water bottle</i></td> <td><i>a state-of-the-art car</i></td> <td><i>a ten-year-old boy</i></td> </tr> </table>	<i>a well-known actor</i>	<i>a hot-water bottle</i>	<i>a state-of-the-art car</i>	<i>a ten-year-old boy</i>
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S6 - hyphen	A hyphen is used to join a prefix ending in a vowel to a root starting with a vowel.				
	<table border="1"> <tr> <td><i>co-operate</i></td> <td><i>re-enter</i></td> <td><i>pre-arrange</i></td> <td><i>de-ice</i></td> </tr> </table>	<i>co-operate</i>	<i>re-enter</i>	<i>pre-arrange</i>	<i>de-ice</i>
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	A hyphen is used to avoid confusion with homophones when using the prefix 're'.				
<table border="1"> <tr> <td><i>re-form</i></td> <td><i>re-cover</i></td> <td><i>re-sent</i></td> <td><i>re-press</i></td> </tr> </table>	<i>re-form</i>	<i>re-cover</i>	<i>re-sent</i>	<i>re-press</i>	
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S6 - dash	A dash can be used instead of other punctuation marks such as , ; : to mark a pause; added emphasis; an interruption or a change of thought. It is more common in informal writing.
	<i>It was a great day out – everyone loved it.</i>
	<i>He saw red eyes burning in the darkness – the pack of hounds!</i>
S6 - dash	Dashes are used for parenthesis if we wish to emphasise the additional information. The dash is noticeably longer than a dash and can have a space before or after it.
	<i>He already owed me money – over £50 – and he wasn't getting any more.</i>
	<i>Let's not tell Dad – he won't believe it anyway – until Mum gets home.</i>

S6 ... ellipsis	An ellipsis is three dots (never 2 or 4). It creates a long pause that can help build tension in a story; show confusion or hesitation; or make the reader slow down and emphasise the words.
	<i>The crowd began to count. "One ... two ... three ..."</i>
	<i>"Er ... well ... all right then. But ... make sure you're home early."</i>
S6 ... ellipsis	An ellipsis is used to show that words have been omitted from quoted sources when précising information.
	<i>"One small step ... a giant leap for mankind."</i>