Visual Guide To Punctuation Symbols: Essential Punctuation Rules & Examples

Punctuation symbols are the building blocks of clear and effective writing. They help us to express our thoughts and ideas in a way that is easy to read and understand. However, punctuation can also be confusing, with a wide range of different symbols that can all seem to serve the same purpose.



Snails & Monkey Tails: A Visual Guide to Punctuation &

Symbols by Michael Arndt

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This visual guide to punctuation symbols will help you to master punctuation and improve your writing. We'll explain the most common punctuation symbols, when to use them, and how to avoid common mistakes.

The Most Common Punctuation Symbols

- Comma (,): Commas are used to separate items in a list, to separate clauses in a sentence, and to set off introductory elements.
- Period (.): A period ends a sentence or a complete thought.

- **Semicolon** (;): A semicolon is used to separate two independent clauses that are closely related.
- Colon (:): A colon is used to introduce a list, a quotation, or an explanation.
- Hyphen (-): A hyphen is used to connect words or syllables, or to indicate a range of numbers or dates.
- Apostrophe ('): An apostrophe is used to indicate possession or to form contractions.
- Quotation Marks (""): Quotation marks are used to enclose direct speech or quotations.

When To Use Punctuation Symbols

The following table shows the most common punctuation symbols and when to use them:

Symbol	Use
Comma (,)	To separate items in a list, to separate clauses in a sentence, and to set off introductory elements.
Period (.)	Ends a sentence or a complete thought.
Semicolon (;)	Separates two independent clauses that are closely related.
Colon (:)	Introduces a list, a quotation, or an explanation.
Hyphen (-)	Connects words or syllables, or indicates a range of numbers or dates.

Symbol	Use
Apostrophe (')	Indicates possession or forms contractions.
Quotation Marks	Enclose direct speech or quotations.

Common Punctuation Errors

The following are some of the most common punctuation errors:

- Using commas incorrectly: Commas are often used incorrectly to separate subjects from verbs or verbs from objects. For example, the sentence "The dog, ran down the street" is incorrect. The correct sentence is "The dog ran down the street." (see image below)
- Using semicolons incorrectly: Semicolons are often used incorrectly to separate two independent clauses that are not closely related. For example, the sentence "The weather was nice; I went for a walk" is incorrect. The correct sentence is "The weather was nice. I went for a walk." (see image below)
- Using apostrophes incorrectly: Apostrophes are often used incorrectly to form plurals. For example, the sentence "The cat's are playing" is incorrect. The correct sentence is "The cats are playing." (see image below)

Punctuation symbols are an essential part of writing. They help us to communicate our thoughts and ideas clearly and effectively. By understanding the most common punctuation symbols and how to use them correctly, you can improve your writing and avoid common mistakes.

To learn more about punctuation symbols and how to use them, I recommend checking out the following resources:

Grammarly Blog: Punctuation

Khan Academy: Punctuation Rules

Merriam-Webster: Punctuation

Thank you for reading! I hope this visual guide to punctuation symbols has been helpful. If you have any questions, please feel free to leave a comment below.



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