

Punctuation Marks

capital letter, upper-case letter	ABC	sentences and names start with capital letters
lower-case letters	abc	In the following sentence I use only lower-case letters. in this sentence i use only lower-case letters.
comma	,	
full stop (GB), period (US)	.	at end of sentence
as decimal separator, point	.	1.3% = one point three percent.
in item lists, bullet	•	This is a bulleted list with some items: <ul style="list-style-type: none"> • This is a bulleted item, • This is another bulleted item, • One more bulleted item, • The last bulleted item, I promise.
colon	:	often used to start a list
semicolon	;	often used in vertically organised, bulleted lists
exclamation mark, also exclamation point	!	
question mark, also interrogation point	?	to indicate question intonation
hyphen	-	to break off words at the end of a line or to join words: great-uncle
dash	-	used informally, between words to separate certain clauses. <i>I thought I had time—more than enough time—to catch the train.</i>
quotation marks	" "	"quote"
apostrophe [ə'pɒst.ɪəfɪ]	'	indicating that a part of a word is removed: do not ⇒ don't , we will ⇒ we'll
accent	ˈ	to indicate that the word or syllable should be stressed: You think I cannot do it? I cán do it.
parentheses or brackets	()	commonly used to explain an abbreviation when introducing it
curly brackets	{ }	
square brackets	[]	

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dots or ellipses	...	used to indicate that a part of the text has been omitted
ampersand (read as 'and')	&	
asterisk (star)	*	
slash	/	

Enfos

Separating phrases in sentences.

It seems obvious that the purpose of writing to someone is for that someone to read and understand the text. In general, the longer a sentence and the more phrases it contains, the more difficult it is to understand. Using only two levels of clauses in a sentence, needing only comas, has two important advantages. It is not necessary to learn and remember when to use the other phrase separators like dashes, curly and square brackets. It helps writing texts that are easier to understand.

Around the world, the use of short and clear language is valued more and more.

Especially for computer

back-slash	\	
underscore	_	normally not used for a line under a character but only for a short line under a space file_names_can_always_have_underscores
underline	<u>abc</u>	normally used when there is a line under characters or numbers, mostly including spaces like in a text You can <u>underline a text fragment</u> to mark it.
at	@	part of email addresses
dot	.	especially when preceding an extension as in file and domain-name extensions like: <i>punctuation-marks dot pdf</i> and <i>held dot com dot br</i>

Foreign language characters

acute	´	
grave	`	
circumflex	^	
umlaut	¨	ü = u-umlaut, ö = o-umlaut
tilde [tıldə]	~	
c cedilla [sı sədılə]	ç	

Enfos

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