Upper KS2 Punctuation

, comma	*A **comma** is used to items in a list. A **comma** is also used to main clauses from subordinate clauses. If the clause is in the middle of the sentence, two commas are used.*	
	I bought cheese, bread, apples and bananas.	
	As the dog was dirty, I gave it a bath.	The boy, who was watching, started to laugh.

" " Inverted commas (speech marks)	***Speech marks** are used to show the actual words spoken by a character. They are used at the beginning and end of the actual words spoken.*	
	"What do you want?" I asked.	Helen said, "I'm going home".
	Note: Use a new line for each speaker. Punctuation before opening speech marks. Punctuation inside the speech marks at the end of speech. Capital letter to start speech.	

' apostrophe 1	*An **apostrophe** is used with 's' to show possession (who owns something). If the owner is more than one (plural) and already ends in 's' the apostrophe is added to the end of the word.*			
	Singular	Dad's car	The girl's hat	David's hair	A bird's egg
	Plural	My parents' house	The girls' coats	Boys' football team	Birds' eggs

' apostrophe 2	*An **apostrophe** is also used to show where a letter is missing in contractions. Contractions should not be used in formal writing.*			
	Do not	He will	should not	have not	We had
	Don't	He'll	shouldn't	haven't	We'd

... 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.*
	"Er... well... all right then. But... make sure you're home early."
	The crowd began to count. 'One... two... three...'

: colon	*A **colon** can be used to introduce a list or speech or between linked main clauses. For linked main clauses, the second clause must be **directly** related to the first clause (the choice of a colon over a semi-colon is a bit of a grey area - consider whether the second clause explains or gives more information about the first)*
	To bake a cake you will need: flour, milk, eggs and butter.
	Don't forget my grandpa's words: "Look before you leap."
	The library is very quiet tonight: I'll get a lot of work done

; semi-colon	*A **semi-colon** is used to separate two main clauses of a sentence. It can also be used to separate items in a list if the items are phrases rather than single words.*
	The train pulled into the station; I waved goodbye to my parents.
	To bake a cake you will need: 1kg of self-raising flour; a pint of full-cream milk; four fresh eggs and a pound of butter.

( ) brackets	***Brackets** are very useful for giving the reader extra details, such as characters thoughts, without breaking the flow of a sentence or making it too complicated. (They can be replaced by two dashes or two commas).*
	The calculator (that wasn't really a calculator) started beeping.
	"Hello Aunty Joan, (please don't kiss me) it's lovely to see you."

- dash	*A single **dash** is used to add an after-thought to a sentence. A pair of **dashes** is used to add extra information, like brackets.*			
	It was a great day out – everyone loved it.			
	She told me – and I heard her quite clearly – that she had the key.			

- hyphen	*A **hyphen** is used to join two or three words which you want to be read as one longer word. They are also used between vowels to make pronunciation clearer.*			
	well-known	kind-hearted	mix-up	passer-by	a ten-year-old
	co-operate	no-one	co-ordinate	re-energise	re-organise