Punctuation Mark	Use to...
(.) Period	End a sentence: *Dinner was delicious.*
(?) Question Mark	End a sentence and denote inquiry: *What time is it?*
(!) Exclamation Point	End a sentence and denote excitement or emphasis: *Watch out for that tree!*
(,) Comma	Denote a break within a sentence or direct address of a person or group: *Mary, listen to me.* Separate any of the following: - Two or more adjectives: *He is a charming, attentive listener.* - Items in a list: *Please buy eggs, milk, butter and flour.* - The name of a city from the name of a state: *I live in Salt Lake City, Utah.* - Two independent clauses: *The waiter still hasn't taken our order, and the play starts in five minutes.* - Direct quotations: *Quoth the raven, "Nevermore."*
(;) Semicolon	Separate two related but independent clauses: *I asked Anne to look at my computer; she has a knack for them.* Separate a series of items that already contain commas: - *For our wedding colors, I chose white, the color of innocence; red, the color of passion; and yellow, the color of lemons.* - *I have lived in Detroit, Michigan; Paris, France; and Sydney, Australia.*
(:) Colon	Introduce a list. *For Christmas, I would like the following presents: a hula hoop, a hippopotamus, and my two front teeth.* Introduce a statement that expands upon the clause before the colon. *And so, my fellow Americans: ask not what your country can do for you—ask what you can do for your country.*
(-) Hyphen	Add a prefix: *Trans-Atlantic flights are costly.* Create compound words: *Spider-Man is my favorite superhero.* Write numbers as words: *I have lived in this house for thirty-three years.*
(– or —) Dash	Make a brief interruption within a sentence or a parenthetical phrase:

	Johnny asked me—with a straight face, I might add—if he could borrow the car for the weekend.
(") Double Quotation	Enclose a direct quotation: *"If you pick up a starving dog and make him prosperous, he will not bite you. This is the principal difference between a dog and a man."*
(') Single Quotation	Denote possession: *I believe that is Allen's pen.* Denote contraction: *I know it's his because of the distinct monogram.* Denote a quotation within a quotation: *He told me just last week, "I do enjoy this monogrammed pen. My wife said, 'Allen, it isn't like people go around mistaking your pens for theirs all day.'"*
(( )) Parentheses	Indicate clarification: *Please bring home some real butter (as opposed to margarine).* Indicate an afterthought or personal commentary: *Anyone can edit Wikipedia (not that there's anything wrong with that).*