

# PUNCTUATION POWER!

## ELLIPSIS (...)

- Three evenly spaced dots
- Frequently used to indicate that words have been omitted.

Example:

The assembly honoured the war veterans...many now in their eighties.

- The ellipsis is used frequently to show a pause.

Example:

Michael thought and thought...and then he made a decision.



## DASH (--)

- Two short lines (not to be confused with a hyphen which is one short line)
- Frequently used by writers to interrupt a sentence with additional, but not essential, information.

Example:

Two running shoe giants -- Nike and Reebok -- have added computerization to their newest models of footwear.

- Frequently used to emphasize a key idea at the end of a sentence.

Example:

In offering his kidney to his son, the father gave the greatest gift -- hope.

## PARENTHESES ( )

- Rounded brackets used by writers most frequently to add extra information to a sentence. The information in parentheses is generally de-emphasized.

Example:

Eggnog (a tradition at Christmastime) tastes best served with a cinnamon stick.

## ITALICIZATION / ITALICIZED

- Titles of books, plays, poems, magazines & newspapers are italicized.
- Words or phrases may be emphasized by a writer.

Example:

I don't want this dessert; I want *that* one!

- Titles of paintings, sculptures, movies and songs are also italicized.

## COLONS :

- Most frequently used to introduce a list or to set off a summary.

Example:

It's time to gather what we will wear while in Florida: sandals, bathing suit, ball caps, shorts and t-shirts.

## SEMICOLONS ;

- Used by writers to join two closely related thoughts.

Example:

The fire gutted both the business downstairs and the apartments upstairs; luckily, all occupants escaped without injury.

- When words such as however, nevertheless, consequently are used to join two closely-related thoughts, then a semicolon precedes this joining word.

Example:

I knew we wouldn't have the remodeling completed by spring; nevertheless, we still listed our home for sale.

