



## Using basic punctuation

At the end of every sentence you need a full stop, a question mark or an exclamation mark. You then need a **capital letter** to start the next sentence.

A **sentence** is a group of words that makes sense on its own. For example:

Bilal went to the shops.

A sentence always has a **subject** (in this case 'Bilal') and a **verb** ('went').

**Full stops** are used much more than the other punctuation marks. They are placed at the end of a statement. For example:

She came back with milk.  
The car is red.

**Question marks** are placed after a question. For example:

Is this true?  
When will you go?

**Exclamation marks** are much less common and are often placed after a command. For example:

Come here!  
Sit down!

NOTE: commands don't always need a subject.

Exclamations marks are also used to show surprise or that someone is shouting loudly. For example:

Let me out!  
Never!