

Writing guidance:

Using exclamation marks:

To show anger: **I hate you!**

To show joy: **Those flowers are so lovely!**

To show surprise or excitement: **I can't believe that you came first!**

To show urgency: **Please help me!**

We also use exclamation marks in exclamation sentences: **What a hot day it is!**
How fast he ran!

Using Question marks:

To end a sentence which poses a question: **Do you like marmite?**

Questioning words: **how, why, where, when, who and what.**

Notice the spelling of the WH question words.

Remember a rhetorical question does not need answering: **(Miss Brown's mum used to use this one a lot) 'Do I look like a maid to you?'**

Using commas:

To separate items in a list:

There is a choice of turkey, beef, fish or veggie bake.

To separate clauses when you have started a sentence with a subordinating conjunction (but never AND, BUT or BECAUSE!).

When I learnt how to tie my tie, I felt delighted. Before I started my one page profile, I carefully thought and talked about what I would like to include.

Never use a comma in a middle of a sentence if the subordinating conjunction is in the middle.

*E.g. I carefully thought and talked about what to include **before** I completed my one page profile.*

Using full stops:

To show the end of a sentence: **I think dogs are great.**