

# How to Use Basic Punctuation

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**Commas** separate different ideas, topics and sequences in a sentence. If you use the word 'and' you do not need a comma before or after.

The catchphrase  
was 'Think big'.

**Single quotation marks** can be used to highlight the beginning and end of a phrase or specific term in a sentence, which is not a direct quote.

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A **full stop** ends a sentence. A good rule of thumb is that if there are more than 2 ideas (or commas) in a sentence, end it.

She said,  
"I am happy."

Use **double quotation marks** to mark the beginning and end of what someone has actually said (quoting verbatim).

He brought  
the red dress  
(the one I wanted).

**Brackets** (sometimes called parenthesis) should be used when including an alternative phrase, or an aside.

The catchphrase  
was 'Think big'.

She said,  
"I am happy."

Punctuation belongs outside the quotation marks for highlighting and inside for direct speech.