

## Punctuation

Written discourse is a valued skill for business professionals, and in order to be successful at writing, you must possess writing skills that include using correct writing conventions: using punctuation correctly, using correct grammar, and using an effective business style. While all three of the writing conventions are equally important, punctuation is the most difficult for some people to master. In this group of handouts, you will be given the correct usage of punctuation, examples of each usage, and editing strategies for identifying your own punctuation errors.

Apostrophe

Brackets

Colons

Commas

Dash

Ellipses

End Punctuation: periods, question marks, and exclamation

Hyphens

Parentheses

Quotations

Semi colons

Slash