" "	**quotation marks** used to show what someone said
'	**apostrophe** used to show possession or to represent missing letters in contractions
( )	**parentheses** used to set off less important details such as an afterthought or a personal comment
:	**colon** used to introduce a list; used in time and in Bible verses
;	**semi-colon** used to join two related sentences or used to separate items in a series that have commas
/	**slash** used to indicate line breaks when quoting poetry
——	**hyphen** used to divide a word or in compound words
,	**comma** used to indicate a pause, to set off a phrase, or to separate items in a series

PUNCTUATION