

Punctuation Essentials — Cheat Sheet

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PUNCTUATION ESSENTIALS

1. Commas: lists, fronted openers, extra info — never joining sentences.
2. Apostrophes: ownership or missing letters — never plurals.
3. its = belonging; it's = it is (swap test).
4. Speech punctuation sits inside the closing marks.

Example: “The dog's bone is lost,” said Tom.