abbreviation. A shortened form of a word or letters used to stand for a word or term.

apostrophe. A punctuation mark used to form possessive words and contractions.

capitalization. An uppercase letter (B) rather than lowercase (b); capital letters signal the beginning of a new sentence and identify important words in titles and headings.

colon. An internal punctuation mark that introduces an element in a sentence or paragraph.

comma. A punctuation mark used to separate elements in a sentence.

contraction. A shortened form of a word or term or a combined form of two separate words.

dash. A punctuation mark that separates elements in a sentence or signals an abrupt change in thought; also known as an em dash.

exclamation point. A punctuation mark used to express strong emotion and appears at the end of a sentence or after an interjection that stands alone.

homonym. A word that sounds the same as another word, but the meaning and spelling of the two words differ.

hyphen. A punctuation mark used to separate parts of compound words, numbers, or ranges.

internal punctuation. Punctuation marks used within a sentence.

parallel structure. A method of writing in which similar elements are expressed in a consistent way or using the same pattern.

parentheses. Punctuation marks used to enclose words or phrases that clarify meaning or give added information.

period. A punctuation mark used at the end of a declarative sentence, or a sentence that makes a statement.

permanent compound. Compound words that always have a hyphen.

proper noun. A word that identifies a specific person, place, or thing.

punctuation. Marks used to show the structure of sentences.

question mark. Punctuation used at the end of an interrogative sentence, or a sentence that asks a question.

quotation marks. Enclose short, direct quotes and titles of some artistic or written works; can also be used to show irony or nonstandard use of words.

semicolon. An internal punctuation mark used to separate clauses or some items in a series; it provides a stronger break than a comma.

temporary compound. Compound words that can be created by the writer as needed.

terminal punctuation. Punctuation marks used at the end of a sentence.