

Punctuation	Example(s)	Have I included it?
<ul style="list-style-type: none"> Using commas separating lists of adjectives 	<i>It was covered in: hair, dirt and worms!</i>	
<ul style="list-style-type: none"> Using a question mark for a rhetorical question 	<i>Is this how you usually treat your customers?</i>	
<ul style="list-style-type: none"> Using an exclamation mark to show that something is urgent/exciting/surprising 	<i>The pizza was disgusting!</i> <i>The waitress was the rudest person I've ever met!</i>	
<ul style="list-style-type: none"> Using commas for introductory chunks / adverbial openers 	<i>Furthermore,</i> <i>As soon as it was served to me,</i> <i>All of a sudden,</i>	
<ul style="list-style-type: none"> Using a hyphen to link words 	<i>Stone-cold</i> <i>So-called waitress</i> <i>Under-cooked</i>	
<ul style="list-style-type: none"> Using commas/dashes/brackets to show parenthesis 	<i>The pizza – which was supposed to be a treat – was absolutely horrendous!</i>	
<ul style="list-style-type: none"> Using a dash/colon to separate clauses 	<i>My class mates were so upset: we couldn't believe what we were seeing.</i>	