

HOW THE FULL STOP WORKS

Ending one clear idea at a time



1 Ends a Statement

The library closes at six.



Ends a complete statement



2 Ends a Calm Command

Please close the window.



Used for polite or routine commands



3 Ends an Indirect Question

He asked when the office opened.



Indirect question = full stop



4 Separates Two Complete Ideas

The weather changed suddenly. We returned home.



Stops sentences from running together



FULL STOP: USE IT CORRECTLY

Common uses and common mistakes

1 FULL STOP OR QUESTION MARK?

Where are you going? ✓

She asked where I was going. ✓

i Direct question = ? | Reported question = .

2 ONE MARK IS ENOUGH

etc..



etc. ✓

i Do not add a second full stop

3 NUMBERS AND INITIALS



2.5



Section 3.2



J. K. Rowling

i The full stop can appear inside numbers and initials

4 COMMON WRITING MISTAKES

The class has ended .



The class has ended. ✓

It rained.We stayed inside.



It rained. We stayed inside. ✓

2.500 residents



2,500 residents ✓



No space before the full stop
One space after it

