**SORTING OUT SENTENCES**

Parenthesis is extra information. It can be marked in 3 ways: brackets, double dashes and double commas (4)

Comma – a comma is used to mark a pause in a sentence, **usually when the sentence starts with a conjunction**; commas are also used to separate single items in a list (2)

Semi colon – links sentences which are related to one another; also used to separate more complex items in a list (2)

Colon – a colon introduces a quotation, list or explanation/expansion (3)

A run on sentence – when sentences run into one another without conjunctions or punctuation (1)

A comma splice – when a comma is used to join sentences together (1)

Fix run on sentences and comma splices in the same way: by using a semi-colon, a joining word or taking a new sentence. (3)