



Atalnod llawn (.) yn cael ei defnyddio ar ddiwedd brawddeg.

Marc Cwestiwn (?) yn ben marc atalnodi brawddeg sydd yn dangos bod y frawddeg yn gwestiwn.

Enghraifft: Beth sydd i swper heno?



Ebychnod (!) ar ddiwedd y frawddeg yn dangos emosiwn mawr fel syndod, dicter neu ofn.



Enghraifft: Arhoswch nes imi gael gafael ar chi!

Atalnodau (,) helpui wneud brawddegau yn haws i'w darllen a'u deall.



Rhybudd: Nid yw atalnod yn amnewid yn lle atalnod llawn.

Gellir eu defnyddio yn y ffyrdd canlynol:

1. i nodi oedi mewn brawddeg ac yn ei gwneud yn haws i'w darllen a'u deall.

Enghraifft: Ni all ddod, mae ofn arnaf.

2. i rannu'r eitemau mewn rhestr.

Enghraifft: Cariodd rhai orennau, afalau, bêl o linydd a rhai marblis.

Hysbysiad: (Fel arfer) Nid oes dim coma cyn y rownd derfynol a

3. I wahanu gwybodaeth ychwanegol mewn dedfryd gan ddefnyddio pâr o goma. Pe byddai'r rhan rhwng y comas wedi'i adael, byddai'r frawddeg yn dal i wneud synnwyr.

Enghraifft: Mae Amy, ar fy nghwrs yn mynd i fod yn hwyr.



Cromfachau() (Cromfachau braenau) yn cael eu defnyddio i nodi gwybodaeth ychwanegol, sylw neu esboniad nad yw'n hanfodol at y prif bwynt y frawddeg. Os caiff y testun o fewn y cromfachau ei dynnu, mae ystyr y frawddeg heb ei newid, yn yr un ffordd â phan ddefnyddio pâr o goma (fel uchod).

Example:

- Extra information: He is (as he always was) a rebel.
- Optional words: There are many (apparent) difficulties with this solution.
- Referencing and citing sources: Carlyle (1998) suggests that ...

Apostrophes (') have two uses:

1. To show where letters have been left out; this should only be done in informal writing, but never in academic or formal writing.

Example: **could not** becomes **couldn't**

we have becomes **we've**

2. An apostrophe and an 's' is added to show that something 'belongs' to something else.

Example: Rebecca's hair (the hair of/belonging to Rebecca)
the man's hat (the hat of/belonging to the man)

Exceptions:

- ❖ The word **it's** can be a tricky one. There is often some confusion. In this case an apostrophe is only used to show the missing letter.



Example: It's (it is) lucky that the dog found its bone
(the bone belonging to the dog).

No apostrophe

Check: Ask yourself does it sound right to say, "It is", instead of its/it's. If it does, you need the apostrophe – if not, you don't!

- ❖ When a word already ends in 's', then an apostrophe is added after the 's' to show ownership.

Example: The boys' bikes were left by the river.



James' sister is called Hannah.

How to

...Use Punctuation



Colons (:) should be placed after complete sentences. They are used to show that the words which follow it are an explanation, list or example of what has been written before it.

Example: The environment is facing a huge threat: global warming.

- A cheeseburger is usually made up of four layers: the bottom half of the bun, the burger, the cheese and the top half of the bun.

Semicolon (;) joins two complete sentences (main clauses) into one longer sentence. It is used to join sentences that are closely related. Semicolons can replace conjunctions such as 'and' or 'but'

Example: Eating chocolate in moderation is fine; eating chocolate in excess is bad.

A Dash (-) may be used to replace brackets, to indicate an afterthought, or to replace other punctuation in informal writing, e.g. a letter to a friend, notes, etc.

An Ellipsis (...) signifies that something has been omitted when quoting or there is a pause or interruption. It is used for economy or style.

Example: He heard a strange noise in the corridor ... what could it be?

Hyphens (-) link two words or parts of words to make a single word or expression (e.g. time-table), to join a prefix to a proper noun (e.g. pro-Labour), or to clarify meaning (e.g. sixty-odd people / sixty odd people).

Inverted commas (" ") or **speech marks** are used to indicate the actual words spoken by someone either in direct speech or in a quotation.

Example: Vanessa asked, "Whatever is wrong?"



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