

Additionally, punctuation marks such as commas and semi-colons are used to separate phrases, clauses and items. A comma points to a brief pause between parts of a sentence. The presence or absence of a comma can change the meaning of the entire sentence. The comma possesses the power to separate the following: ideas or nouns, repeated words that are used for emphasis, coordinating adjectives and series of words (as in listing). It separates two independent clauses that are joined by a coordinating conjunction. In this situation, the comma should be placed before the conjunction except when the clauses are closely connected. In order to set off introductory phrases from the rest of the sentence, parenthetical elements (additional information), expressions that interrupt the flow of the sentence and nonessential words, clauses, and phrases a comma is used. Similarly, a semi-colon is also used to separate two main independent clauses that are closely related to each other, and indicate an audible pause—slightly longer than a comma's. Semi-colons are characterized as super commas as it is stronger than a comma but weaker than a period. It may be used to assemble detailed and complicated list of items.

Furthermore, punctuation marks may be used to introduce list and extra information. A colon may be used to begin a list. It can also be used to emphasize a phrase or single word at the end of a sentence; causing readers to pay closer attention to what is coming next. A colon should not be used to separate a preposition from its object nor is it to be used after a verb in a sentence. Secondly, parenthesis, brackets and em dashes are used to indicate additional information. We use parentheses to enclose information that is not essential to the meaning of the original sentence; it is given as additional, or extra, information. Similarly, brackets adds extra information in a text, but is typically used to explain or clarify the original text. Brackets come in pairs and are used to indicate a sudden change in thought, or a point which is not part of the