

## Using the Full Stop

In the US the Full Stop is called the Period.

**1. Full stops** end declarative sentences, requests or mild commands.

**Declarative:** His name is Alexander.

**Request or Mild Command:** Please be sure to tell her I am coming.

**2. Full stops are used to end most abbreviations**, except for acronyms and abbreviations which are pronounced. If a sentence ends with an abbreviation no additional full stop is needed. If the sentence requires a question mark or exclamation mark, one may be added after the full stop.

Incorrect: Please make the cheque out to Roland N. Payne, B.D.S..  
(Second stop at the end is not needed)

Correct: Please make the cheque out to Roland N. Payne, B.D.S.

Correct: Do I make the cheque out to Roland N. Payne, B.D.S.?

A full stop is used after numbers and letters in outlines, as shown above.

A full stop always comes before a closing quotation mark.

Incorrect: George said, "I don't get it".

Correct: George said, "I don't get it."