

# Understanding Punctuation

**PART**

**1**



**Sometimes  
in business,  
things are not  
clearly defined.**



**Always approach  
these situations with a  
comma, meaning a  
deliberate ...**

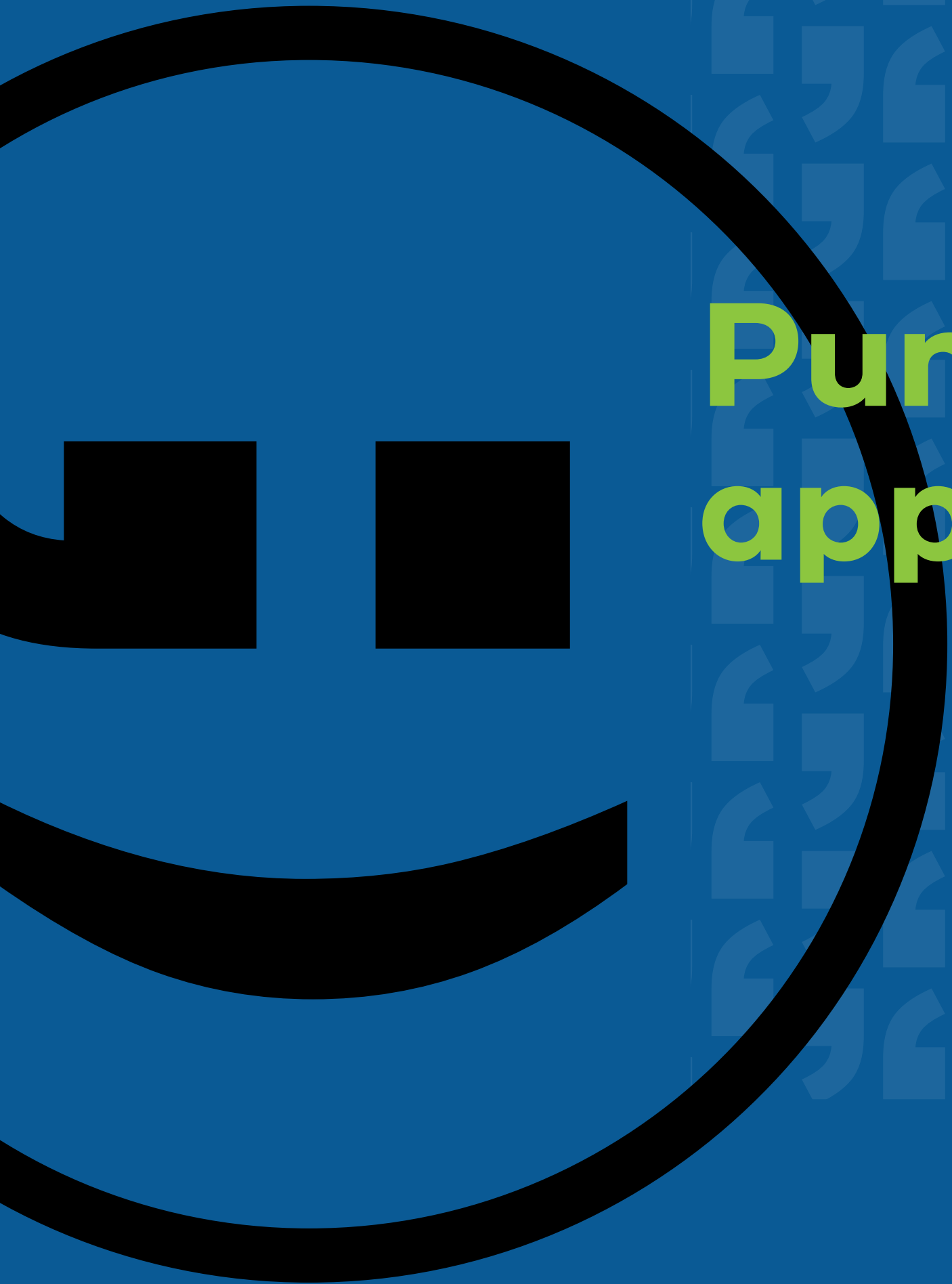
**pause.**

**This gives you room and  
time for further insights,  
better direction.**

**At other times,  
strategies and  
decisions can be  
made with the  
absolute certainty  
of a period – a clear  
and finite  
statement** 

**Using these marks  
in the wrong places  
in your thought  
process can harm  
your situation  
or brand.**





**Punctuate  
appropriately.**