PUNCTUATION
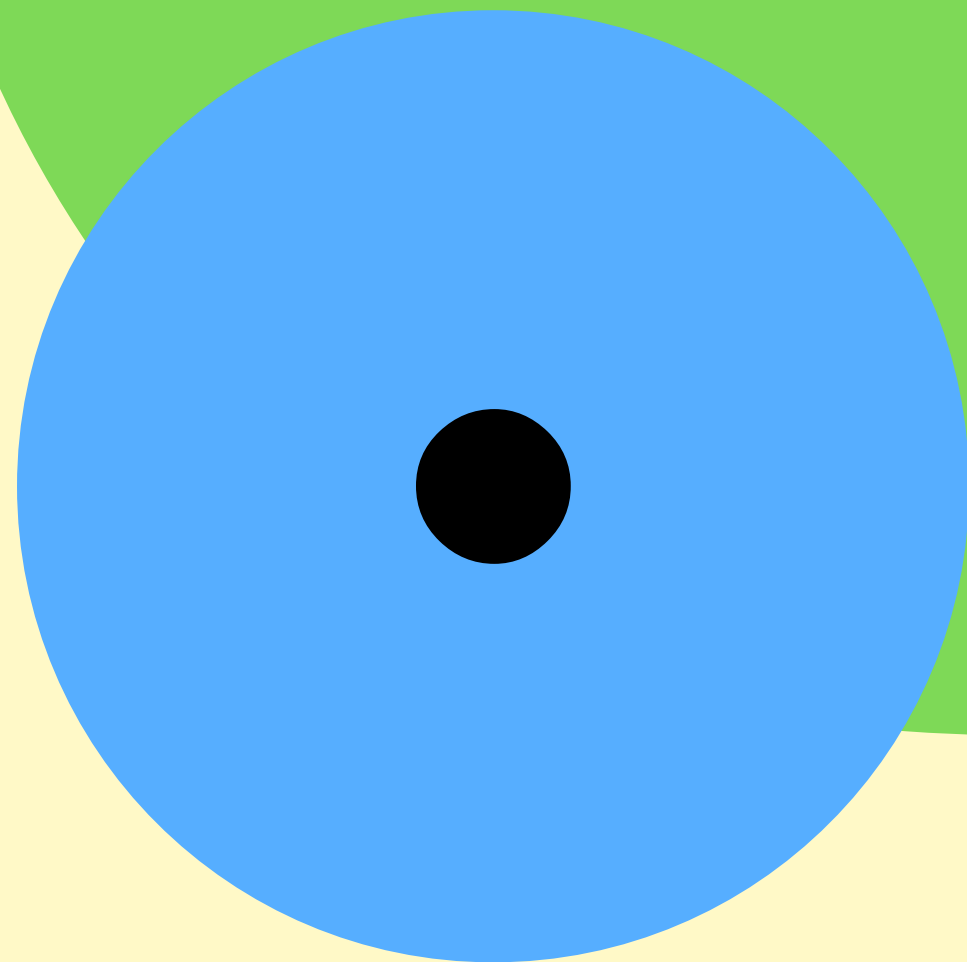
FULL STOP

...tells the reader to take a long pause. It shows a sentence is finished.
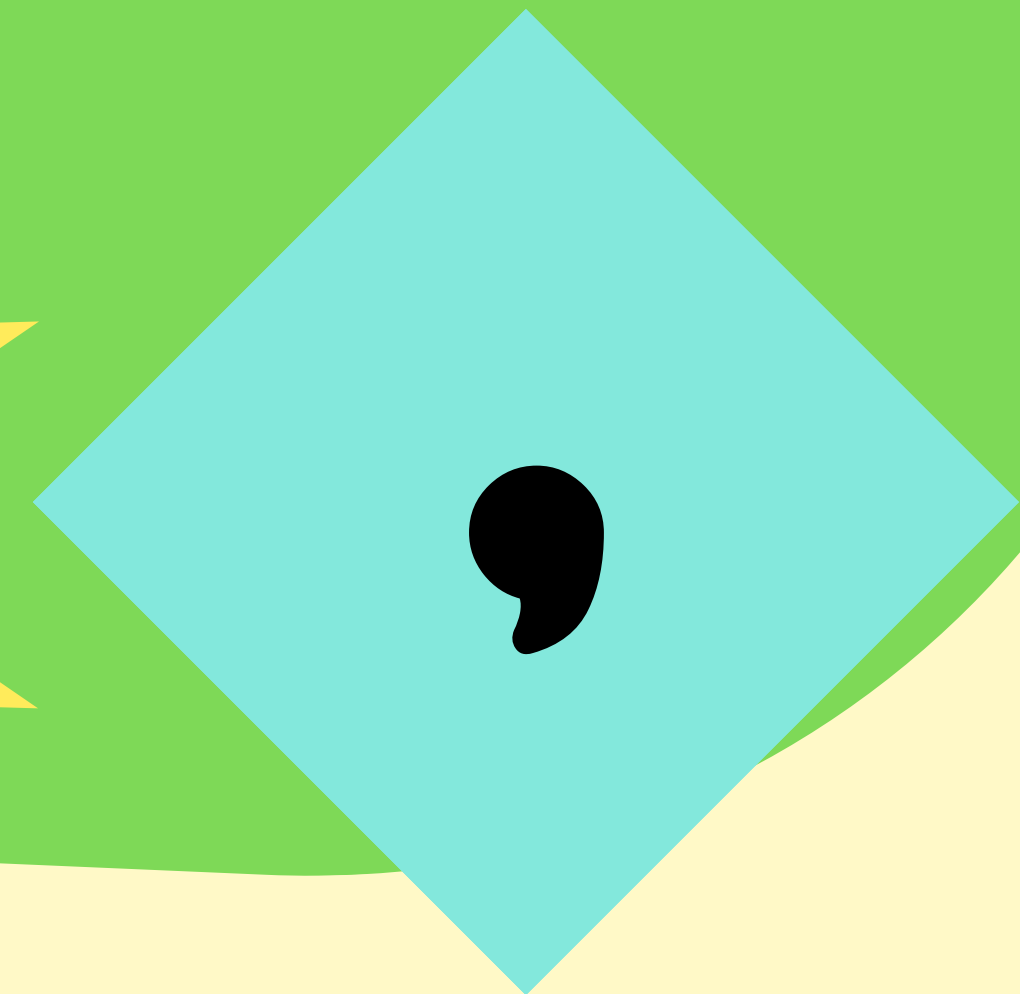
QUESTION MARK

...marks the end of a question.

EXCLAMATION MARK

...marks the end of sentences that show strong feeling.

COMMA

...tells the reader to take a short pause in a sentence. It also separates items in a list.