

**Grammar Scope**

**Abbreviations:**

- Titles e.g. Mr, Mrs, Ms
- Addresses e.g. Rd, St, Ave
- Ordinals e.g. 1st Dec 2003

**Punctuation:**

- Upper/lower case e.g. Blue Street
- Full stops •
- Commas ,
- Question marks ?
- Strokes e.g. Unit 1/3 Small Street
- Dashes e.g. Unit 1, 23-25 Birch St
- Numerals e.g. post code, address
- Alphabet