

Dictation Punctuation Commands Cheat Sheet

Say the phrase in the left column at the point in your sentence where the mark should land. Sourced from Apple, Microsoft, and Google's official documentation, July 2026. No em-dash glyphs are used below; outputs that are an em dash or en dash are spelled out in words to match house style.

Works the same on all 7 platforms

Say this	You get
period	.
comma	,
question mark	?
exclamation mark (or exclamation point)	!

Mac

Say this	You get
period, point, dot, or full stop	.
comma	,
question mark	?
exclamation mark	!
colon	:
semicolon	;
apostrophe	'
hyphen	-
dash	an en dash
ellipsis	...
quote / end quote	curly double quotes
begin quote / end quote (single)	curly single quotes
open/close parenthesis	()
open/close square bracket	[]
open/close brace	{ }
open/close angle bracket	< >

new line	starts a new line
new paragraph	starts a new paragraph

Not available: Apple documents no em-dash command on Mac. Source: support.apple.com/guide/mac-help/mh40695.

iPhone and iPad

Say this	You get
period	.
comma	,
exclamation point	!
question mark	?
dollar sign	\$
open parenthesis	(
close parenthesis	)
quote	opening quotation mark
end quote	closing quotation mark
colon	:
semicolon	;
hashtag	#
new line	starts a new line
new paragraph	starts a new paragraph

Not available: no hyphen, dash, apostrophe, or ellipsis command. Source: support.apple.com/guide/iphone/iph3bf19d7b9.

Microsoft Word Dictate

Say this	You get
period, full stop	.
comma	,
question mark	?
exclamation mark, exclamation point	!
colon	:
semicolon	;
apostrophe-s	's

hyphen	-
m-dash	an em dash
n-dash	an en dash
ellipsis, dot dot dot	...
open quotes, close quotes	" "
begin single quote, end single quote	' '
left/right parentheses	()
left/right bracket	[]
left/right brace	{ }
new line	new line

Requires a Microsoft 365 subscription. Source: support.microsoft.com Word Dictate (3876e05f).

Windows voice typing (Win + H)

Say this	You get
period, full stop	.
comma	,
question mark	?
exclamation mark, exclamation point	!
colon	:
semicolon	;
apostrophe-s	's
hyphen, minus sign, n-dash	a hyphen
m-dash	an em dash
ellipsis, dot dot dot	...
open quotes, close quotes	" "
begin single quote, end single quote	' '
new line	new line
new paragraph	new paragraph

Needs an internet connection (online, Azure speech). Source: support.microsoft.com Windows voice typing (fec94565).

Windows Voice Access

Say this	You get
----------	---------

period	.
comma	,
question mark	?
exclamation mark	!
colon	:
semicolon	;
apostrophe-s	's
ellipsis	...
left parentheses	(
open bracket	[
left brace	{

Works offline. Complete documented list, no closing brackets, hyphen, or dash. Source: [support.microsoft.com Voice access command list \(dac0f091\)](https://support.microsoft.com/Voice-access-command-list).

Gboard (Android)

Say this	You get
period	.
comma	,
exclamation point	!
question mark	?
new line	starts a new line
new paragraph	starts a new paragraph

"Punctuation might not be available in all languages," per Google. Source: support.google.com/gboard/2781851.

ChromeOS Dictation (Chromebook)

Say this	You get
comma	,
period	.
question mark	?
exclamation mark, exclamation point	!

Complete documented list: no quotes, colon, semicolon, hyphen, dash, or parentheses command. Source: support.google.com/chromebook/12001244.

Prefer to talk it out? InstantOwl turns a spoken ramble into a sorted list. instantowl.com