

## Colons A

**23e.** Use a colon to mean “note what follows.”

(1) Use a colon before a list of items, especially after expressions such as *the following* and *as follows*.

**EXAMPLE** The duties of this job are as follows: help unload the delivery trucks, sweep the aisles, and stack items on the shelves.

(2) Use a colon before a long, formal statement or quotation.

**EXAMPLE** Then he addressed the crowds: “Many of you here have become discouraged. You feel that no one cares that this power plant is polluting your water and your air. Don’t give up, though. Together we *are* making progress, and together we will shut this thing down!”

**23f.** Use a colon before a statement that explains or clarifies a preceding statement.

**EXAMPLE** Sami left before the rest of us: She had to be there early to help with the costumes.

**EXERCISE** Some of the following sentences are missing colons. Insert colons where necessary. Also, triple underline any letter that should be capitalized but is not. If a sentence is correct as it is, write C at the end of the sentence.

**Example 1.** For lunch, Henry ate a double-decker sandwich, a big salad, and an orange. he was very hungry.

1. We will read works by the following poets Emerson, Poe, Dickinson, and Frost.
2. Hershel looked for his calculator in the kitchen drawers, his closet, and his bookbag.
3. Sara arrived at the party late she had trouble getting her car to start.
4. At the end of her lecture, Mrs. Bell had this to say “as you have learned, the Romanticism of the nineteenth century was much more than an emphasis on romantic love. It was, in a way, an intellectual movement—a movement that gives us insight into the way authors of the nineteenth century viewed humanity.”
5. My goals are as follows to go to college, to study medicine, and to become a surgeon.
6. For her birthday, Sofia received these gifts a sweater, two books, gloves, and roses.
7. The Tsongs donated several items for the raffle a lamp, two chairs, and some books.
8. Helen stayed home yesterday she wasn’t feeling well.
9. Patrick Henry offered these words on freedom “give me liberty or give me death.”
10. Angela ordered three magazines *Time*, *Essence*, and *The New Yorker*.

## Colons B

**23g.** Use a colon in certain conventional situations.

(1) Use a colon between the hour and the minute.

EXAMPLES 4:30 P.M. today                      7:55 A.M.

(2) Use a colon between chapter and verse in Biblical references.

EXAMPLES John 3:16                      Colossians 3:2

(3) Use a colon between a title and a subtitle.

EXAMPLES *Star Wars: Return of the Jedi*              *Ishi: Last of His Tribe*

(4) Use a colon after the salutation of a business letter.

EXAMPLES To Whom It May Concern:              Dear Ms. Fielding:

**EXERCISE** In the following sentences, insert colons where necessary. If a sentence is correct as it is, write C at the end of the sentence.

**Example 1.** Misha is leaving at 5:15 P.M. this afternoon.

1. Mom frequently quotes from the Bible; her favorite quotation is from Exodus 1 6–15.
2. Every morning at 7 00 A.M., the alarm clock goes off and the dog starts barking.
3. There are numerous museums and art galleries in Chicago, the nation's third-largest city.
4. Mira is reading *Gandhi A Life*, a biography of the Mahatma.
5. Dear Mr. Adams  
Please acknowledge receipt of the enclosed shipment.  
Sincerely,  
Jeff Holt
6. Under the couch I found the old copy of *Yodeling A Beginner's Primer* that I thought I had lost.
7. Isn't II Samuel 6 14 the passage in the Bible in which David dances before the Lord?
8. Dr. Sharif wrote a fascinating little book called *Tesellation The Art of Illusion*.
9. Tamara looked for Scamp in the hallway, under the stairs, and in the attic.
10. Between 3 30 and 5 00 every afternoon, the noise in the street is unbelievable.

## Colons C

**23e.** Use a colon to mean “note what follows.”

**EXAMPLE** You need to shop for several items: brown shoelaces, a quart of milk, five or six carrots, and a tube of toothpaste.

**23f.** Use a colon before a statement that explains or clarifies a preceding statement.

**EXAMPLE** Suddenly, Margo screamed: There were fire ants all over her feet.

**23g.** Use a colon in certain conventional situations.

**EXAMPLES** 8:30 P.M.

Matthew 2:13

Dear Sir:

**EXERCISE** Add colons where necessary in each of the following sentences. Also, triple underline any letter that should be capitalized but is not.

**Example 1.** Please bring the following items to the picnic tomorrow: a volleyball, a volleyball net, and a cooler.

1. Dear Dr. Heather Williams
2. My sermon today comes from Psalm 91 4–5.
3. Tonya will do her book report on *Asian American Dreams The Emergence of an American People*.
4. My father is reading *Galileo's Daughter A Historical Memoir of Science, Faith, and Love*.
5. Ricardo, set your alarm for 5 15 A.M. we have to pick up your grandfather at 7 00 A.M.
6. The following are my favorite fantasy writers Ursula K. Le Guin, Robert Holdstock, John Crowley, and J.R.R. Tolkien.
7. Jimmy had this to say about the new schedule adopted at last night's school board meeting  
“I'm glad the school board approved the new schedule. I think it will be a benefit to students and teachers alike.”
8. After opening the elaborately wrapped present, Jane became confused the box that someone had taken great pains to wrap was empty.
9. Over the summer vacation, Lee visited four states Utah, Colorado, New Mexico, and Arizona.
10. No one expresses despair better than Shakespeare's doomed king Macbeth “Tomorrow and tomorrow and tomorrow / Creeps in this petty pace from day to day, / To the last syllable of recorded time.”