

Colon and Semicolon

Colon:

The Colon can be used in the following 7 ways:

1) To draw a list that is introduced by a complete sentence.

Example: The reporter interviewed the following people: the mayor, the teacher, the members of the faculty council, and a representative group of students.

2) To introduce the effect, or logical consequences of an action.

Example: There was only one way he could win, he had to cheat.

3) To draw a quotation.

Example: This is what Plato had to say about mathematics: "I have hardly ever known a mathematician who was capable of reasoning."

4) After the salutation in a business letter or memo.

Example: Dear Executive Director:

5) To separate chapter and verse in scripture.

Example: The Sunday school class studied James 4:10.

6) To separate hours from minutes.

Example: Our soccer game starts at 7:00.

7) To draw ratios.

Example: Four is the ratio and value of a 2:1 ratio.

Semicolon:

1. This is a punctuation when two independent clauses in a sentence are not separated by a conjunction (such as "and").

- "I like pizza; I prefer other kinds of pizza."
- "It rained heavily during the afternoon; we managed to have our picnic anyway."

2. This is used when two independent clauses in a sentence that are separated by any of the following transitional words or phrases: accordingly, consequently, for example, for instance, furthermore, however, instead, moreover, nevertheless, otherwise, and therefore.

- "I planned to study Saturday morning; however, the power in our house went out due to a storm."