

Last name: _____ First name: _____

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English IV / Rules for Semicolon & Colon Usage

Semicolon & colon rules appear on pages 1459-60 of the Language Handbook portion of your text entitled Holt Elements of Literature: Sixth Course. Use these pages to study specific examples of the rules listed below. In the space provided by each rule, write down any Language Handbook Worksheets or other worksheets done in class that you feel will help you in studying these punctuation marks.

SEMICOLON RULES:

Rule 12 m. Use a semicolon between independent clauses [clauses that can stand alone as a sentence] that are closely related in thought & are not joined by and, but, or nor, for, so, or yet:

Rule 12 n. Use a semicolon between independent clauses joined by a conjunctive adverb [words like furthermore, however, nevertheless] or a transitional expression [an expression that indicates the relationship of the independent clauses that it joins (e.g., for instance)].

Rule 12 o. Use a semicolon [NOT A COMMA] before a coordinating conjunction [see a list of conjunctions in Rule 12 m] to join independent clauses that contain commas. BIG HINT: This is because there are COMMAS in one or both of the independent clauses.

Rule 12 p. Use a semicolon between items in a series if the items contain commas.

COLON RULES ARE BELOW:

Rule 12 q. Use a colon to mean "note what follows." [One will often see a form of the word follow when a colon is used for this! However, if one is using the word by or a verb before a list, no colon is needed. One would use a colon before a long, formal statement or quotation or before a quotation that does not have a speaker tag (e.g., he said).]

Rule 12 r. Use a colon in certain conventional situations [between hours & minutes, between titles & subtitles, or after salutations]