

Using Colons and Semi-Colons

The colon (:) and the semi-colon (;) are two punctuation marks about which various problems need to be solved: when to use them; whether to use them; how to use them; and how not to confuse them.

Did you identify the colon and semi-colon as incorrect when printed material? Can you write out what functions these marks fulfil? Discuss it with your partner.

The reason that the use of colons and semi-colons is controversial, is that although some do recognise both of these symbols, some do not. Some students suggest the semicolon is already covered and adds nothing, sometimes, of course, only a full stop.

4.2

The apostrophe only requires full stop.

The apostrophe, hyphen, comma, exclamation mark, and the question mark, including their use and their layout in a sentence including 4.2.3.

However, if you can't find how to use colons and semi-colons properly they can help you to write more elegantly and effectively.