

# Colons

A colon may be used to introduce a list or an important point. It can also set off a word or phrase from the rest of the sentence for emphasis. A colon follows the salutation of a business letter and comes between numbers that show time. (Turn to 394.1-394.5 in your *Write Source 2000* handbook for additional information about colons.)



## EXAMPLES

**Dear Mr. Valenza:**

(The colon follows the salutation of a business letter.)

**Musician Wanda Landowska made this statement: "I never practice; I always play."**

(The colon is used to formally introduce the quotation.)

**Most burglaries take place between 1:00 a.m. and 4:00 a.m.**

(The colon is used between numbers showing time.)

**A good student does the following: reads, writes, and remembers.**

(The colon introduces a list.)

**The police were missing one important piece of information: a motive.**

(The colon sets off the phrase *a motive* for emphasis.)

## Directions

Place colons where they are needed in the following sentences. The first two sentences have been done for you.

1. There was one problem with the 7:00 a.m. class; the time of day.
2. Dad's sports rules were the following: play hard, play fair, and play often.
3. John gave us some good advice for losing weight eat less.
4. He also told us to avoid the following eating between meals, eating before going to bed, and eating foods that are mostly sugar or salt.



5. The library doors were locked at exactly 500 p.m.
6. Lucas has three major dislikes whiners, bullies, and braggarts.
7. On the other hand, there was one thing he really liked football.
8. The most involved people have the least input in one area education.
9. Students are often the last to be heard after the following groups have had their say politicians, parents, administrators, and educators.
10. Some follow this saying "Children should be seen and not heard."

**Directions**

Rewrite the sentences below so that each sentence uses one or more colons. The first sentence has been done for you.

1. Reading, sleeping, and eating are Aaron's favorite activities.

*Aaron's favorite activities are the following: reading, sleeping, and eating.*

2. Chad was lost in the woods from ten in the morning until eleven at night.

---

---

3. His backpack broke and spilled energy bars, a water bottle, and his flashlight.

---

---

4. "It's always darkest before dawn" was my grandfather's favorite saying.

---

---

5. The one thing I liked about Uncle Bill was listening to his scary campfire stories.

---

---