

Colons

Intermediate Writing

Colons = (:) use to introduce a list or expand a sentence.

Use sparingly, an essay may only have 1-2 colons.

Examples:

- I like reading my favorite book: *Wrinkle in Time*.
- Please bring the following food: tacos, ice cream, and goulash.
- Think: What would my teacher do in a similar situation?

1. Use colons to make lists.

Ex. *We have everything for the party: games, food, and a pool.*

- Correctly add colons and rewrite each sentence.

A. The meeting included many people the mayor, a fire chief, and the sheriff.

B. Tina needs the following items butter, glue, and hair spray.

C. These are the fishing requirements a license, no barbed hooks, and fish only in daylight.

- Careful, never use colons after a verb. Instead, use them after a summary word.

Incorrect: *Beth's favorite colors include: red, white, and blue.*

Correct: *Beth's favorite colors include the **following**: red, white, and blue.*

2. Colons clarify or give more information.

Ex. *Remember: many fish live in specific zones.*

- Correctly add colons and rewrite each sentence.

a) Jane is an expert in all aspects of school, especially this one listening.

b) I know the perfect job for Alton deep sea photographer.

c) The sign on the door read "Please, find your seats now."



Angler fish:

- deep sea
- worldwide
- headlight attracts prey.

3. Other uses – Colons separate time and are used in formal greetings, like a business letter.

8:15 Dear Mrs. Rover:

- Correctly add colons and rewrite each sentence.

A. The time is either 945 or 1056, but not 1130.

B. Dear Judge Haines A mistake was accidentally made with your 730 reservation.

4. Write a paragraph correctly using three colons about the angler fish. (8-10 sentences)

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- Correctly add colons and rewrite each sentence.
 - d) Jane is an expert in all aspects of school, especially this one: listening.
 - e) I know the perfect job for Alton: deep sea photographer.
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8:15 Dear Mrs. Rover:

- Correctly add colons and rewrite each sentence.
 - C. The time is either 9:45 or 1056, but not 11:30.
 - D. Dear Judge Haines: A mistake was accidentally made with your 7:30 reservation.

4. Write a paragraph correctly using three colons about the angler fish. (8-10 sentences)