

The Colon

The Colon can be used in the following 7 ways:

1) Before a list that is introduced by a complete sentence.

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

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

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

3) Before a quotation.

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

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

Example: Dear Senator Harkin:

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 7:30.

7) To show ratios.

Example: Pour in the milk and water at a 3:1 ratio.

Directions: Fill in the missing colons.

1) I gave you the spray bottles for one reason to clean the windows.

2) You will need the following ingredients milk, sugar, flour, and eggs.

3) Johann set the alarm clock for 6 00.

4) My father ended every conversation the same way “Don’t give up.”

5) Dear Mr. Kurasu of the Kiragowa Corporation

6) Mix the oil and vinegar at a 1 2 ratio.

7) I have invited the following people to my party Kevin, Amy, and Keeley.

8) There is only one way to make it to the top hard work.

9) The soldier shouted the following before leaving to war “We shall return victorious!”