

# 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!”