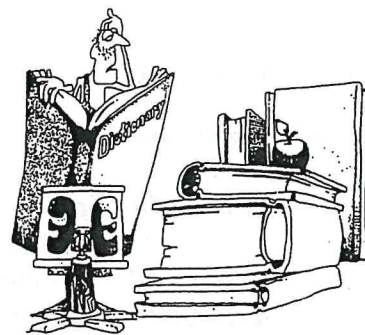


Using Colons

DIRECTIONS: Read the handbook rules on using colons. Then place colons where they are needed in the sentences below.

EXAMPLE: The dictionary can be used to locate a great variety of information: spelling, capitalization, syllabication, pronunciation, meaning, and much more.



1. Try this tongue twister The sixth sick sheik's sixth sheep's sick.
2. Depending upon how it is to be used, the word pronounced *sōl* can be spelled in any of the six following ways *soul*, *sole*, *sowl*, *sol*, *sowle*, and *soal*.
3. The six different spellings give *sol* an unusual distinction the word with the greatest number of variant spellings in the English language.
4. The word with the most meanings in the English language is a word which we all use nearly every day *set*.
5. The impressive list of meanings of the word *set* breaks down as follows 58 noun uses, 126 verbal uses, and 10 uses as a participial adjective.*
6. Adlai Stevenson once said the following "Man does not live by words alone, despite the fact that sometimes he has to eat them."
7. The word *tip* is one of the many words in our language which is formed from the first letter of the three words for which it stands to insure promptness.
8. There are many such words (called *acronyms*) in our language *radar*, *laser*, *scuba*, and *CARE*.
9. Abraham Lincoln had this observation about someone's use of words "He can compress the most words into the smallest idea of any man I ever met."
10. The best-selling book of all times is the Bible.
11. One well-known passage is contained in Ecclesiastes 3 1-9; it is a poem about the tragedy of old age.
12. This poem was once recorded in the sixties by a rock group, the Byrds. The only words added to this passage were those used in the title *Turn, Turn, Turn*.
13. There are only two words in the English language which contain all five vowels (*a*, *e*, *i*, *o*, *u*) in alphabetical order *abstemious* and *facetious*.
14. It would be a good idea to watch the spelling of the following words *receive*, *chief*, *colonel*, and *truly*.

Name

Date

Hour

Colon Pre-test

Which of these sentences are punctuated correctly? Check the appropriate box.

	CORRECT	INCORRECT
1. Marianne is brilliant in her field: artificial intelligence.	<input type="checkbox"/>	<input type="checkbox"/>
2. We need to order the following; 500 letterheads, 500 envelopes, 1,000 address labels, and 3 reams of printer paper.	<input type="checkbox"/>	<input type="checkbox"/>
3. Whoever reserves a booth early for the expo receives a discount: one way to minimize costs.	<input type="checkbox"/>	<input type="checkbox"/>
4. Dear Monica,	<input type="checkbox"/>	<input type="checkbox"/>

Insert colons where they are needed in the following sentences. Only ONE colon per sentence!!

5. The time was 8 06 when I walked into the office.
6. The shelf contained the following items vase, two books , and cup.
7. Thomas LaMance once remarked "Life is what happens to us while we are making other plans."
8. The principle of freedom is based upon another principle respect for human life.
9. Be sure you remember all the items pens, pencils, paper, coat, gloves, hat, tickets, wallet and checks.
10. Dear Senator Johnson
11. The little boy's nose quivered when it smelled them cookies.
12. She rushed up to her mother to tell her the news engaged!
13. We have three salespeople in each of our four regions the Northeast, the Mid-Atlantic, the Northwest, and the Southwest.
14. The board met in January but could not take a vote the chair, the secretary, the treasurer, and two members were absent with the flu.
15. There is only one thing to dispel the midwinter gloom at school a dance.
16. Vacation time increases with the length of service one week after the first year, two weeks the second through the fifth year, and three weeks thereafter.
17. I cannot begin without the following equipment a laptop with expanded memory, a scanner, a color printer, a CD burner.
18. The nurse gave him the same old advice drink plenty of fluids, get lots of rest, and take vitamin C.

Colons

The colon punctuation mark can be tricky and is often misused. It is a versatile punctuation mark and has three primary functions: definition or expansion, setting up a quotation, and introducing a list.

For each sentence below, circle "correct" or "incorrect" to show if the colon is used properly or not.

1. The professor has given me three options: to retake the exam, to accept the extra credit assignment, or to fail the class. CORRECT / INCORRECT
2. The Easter basket contained: Easter eggs, chocolate rabbits, and other candy.
CORRECT / INCORRECT
3. I bought the toys for: Lisa, my cousin; Marie, my second cousin; Zack, my cat; and Kathy, my neighbor. CORRECT / INCORRECT
4. I finally found the perfect car: a Volkswagon Jetta! CORRECT / INCORRECT
5. The plot for the movie was an old one: the man falls in love with the girl and dies for her.
CORRECT / INCORRECT
6. Bill became the man we thought he would become: he won an Olympic gold medal and found a cure for cancer. CORRECT / INCORRECT
7. For our camping trip, I brought: a lantern, a sleeping bag, food, water, and a flashlight.
CORRECT / INCORRECT
8. Every repairman must have: a screwdriver, a hammer, and a saw. CORRECT / INCORRECT
9. For our camping trip, I brought various essential items: a lantern, a sleeping bag, food, water, and a flashlight. CORRECT / INCORRECT
10. The new student excelled in: Math, Writing, and History. CORRECT / INCORRECT
11. Her writing was brilliant: It was clear, concise, and grammatically correct.
CORRECT / INCORRECT

Using the Colon

In writing, the colon has three major functions.



First, it introduces a list when the list follows an independent clause.

Example:

We had healthy snacks today: fruit, nuts, and carrot sticks.



Second, the colon introduces a quotation when the quotation is not part of an independent clause.

Example:

I will quote the words of the wise Aesop: "Little friends may prove great friends."



Third, the colon introduces an explanation when the explanation is preceded by an independent clause.

Example:

She knew the right place to find the answer: the library.

Below is a variety of sentences that need a colon. Rewrite each sentence and add the colon.

1. The opening phrases of Dickens' "A Tale of Two Cities" are memorable "It was the best of times, it was the worst of times."

The opening phrases of Dickens' "A Tale of Two Cities" are memorable: "It was the best of times, it was the worst of times."

2. Just a few colored pencils were available green, orange and purple.

Just a few colored pencils were available: green, orange and purple.

3. It was useless to wait any longer the last bus had left.

It was useless to wait any longer: the last bus had left.

4. No one knows me like my mother not my sister, my best friend, or my father.

No one knows me like my mother: not my sister, my best friend, or my father.

5. Dr. Martin Luther King, Jr. closed his famous speech with the words from a spiritual "Free at last! Free at last! Thank God Almighty, we are free at last!"

Dr. Martin Luther King, Jr. closed his famous speech with the words from a spiritual:

"Free at last! Free at last! Thank God Almighty, we are free at last!"

Using the Colon

In writing, the colon has three major functions.

:

First, it introduces a list when the list follows an independent clause.

Example:

We had healthy snacks today: fruit, nuts, and carrot sticks.

:

Second, the colon introduces a quotation when the quotation is not part of an independent clause.

Example:

I will quote the words of the wise Aesop: "Little friends may prove great friends."

:

Third, the colon introduces an explanation when the explanation is preceded by an independent clause.

Example:

She knew the right place to find the answer: the library.

Below is a variety of sentences that need a colon. Rewrite each sentence and add the colon.

1. The opening phrases of Dickens' "A Tale of Two Cities" are memorable "It was the best of times, it was the worst of times."
2. Just a few colored pencils were available green, orange and purple.
3. It was useless to wait any longer the last bus had left.
4. No one knows me like my mother not my sister, my best friend, or my father.
5. Dr. Martin Luther King, Jr. closed his famous speech with the words from a spiritual "Free at last! Free at last! Thank God Almighty, we are free at last!"