

26.3

Colons • Practice 1

A colon is used primarily after an independent clause to introduce a list of items. The colon often follows such words as *the following*, *as follows*, *these*, or *those*. It is never used with a list that follows a verb or preposition. The colon also has some other uses.

USES OF THE COLON

To introduce a list after an independent clause	You have your choice of three vegetables: corn, peas, or spinach.
To separate hours and minutes	8:40 A.M. 9:20 P.M.
After the salutation in a business letter	Dear Mr. Porter: Dear Mrs. Wilder:
On warnings and labels	Note: Keep refrigerated after opening.

Exercise 1 **Using Colons.** Insert colons into the sentences below wherever they are needed. Some sentences may not need a colon.

EXAMPLE: I have packed the following a camera, an ice chest, and suitcases.
I have packed the following: a camera, an ice chest, and suitcases.

- The bottle read "Warning Keep out of reach of children."
- Dear Miss Kashan
- Masterpiece Drama* can be seen at 11 00 a.m. and 9 00 p.m. on Friday.
- Some of people's fears include these spiders, the dark, and heights.
- For my birthday I got a CD player, a sweater, and a new book.
- My mother likes these magazines *Good Gardening*, *Persons*, and *Daily Living*.
- Note These curtains may be ordered in other sizes.
- You must take the following classes English, history, and science.
- The following roads will be closed by today Arden, Atherton, and Darnell.
- Caution Roads Slippery When Wet

Exercise 2 **More Work Using Colons.** Add the information requested below, using colons where needed.

EXAMPLE: I addressed the letter to . . .

I addressed the letter to "Gentlemen:"

- Our family celebrates the following holidays . . .

- Let's meet from . . . A.M. to . . . P.M.

- The sign read ". . ."

- My best features are these . . .

- Some popular boys' (or girls') names include the following . . .

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Colons • Practice 2

Exercise 1 Using Colons. In each item below, add colons where needed.

EXAMPLE: We visited three Canadian cities Calgary, Edmonton, and Winnipeg.
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1. The works of three poets will be featured in the magazine this month Edna St. Vincent Millay, William Carlos Williams, and Robert Frost.
2. We play on the following dates May 15, May 18, or May 21.
3. The three dives I am able to perform are these the cannonball, the backward somersault, and the jack knife.
4. I left the beach at 430 p.m. and arrived at Grandmother's house at 645 P.M.
5. Caution Do not set or store container where temperature exceeds 120 F.
6. The movie can be seen at the following times 145, 330, and 515.
7. When you tour Wyoming, be sure to see these places Yellowstone National Park, Fort Laramie, and Devils Tower National Monument.
8. Choose a book about one of these topics animals, conservation, or oceanography.
9. The first three United States Vice Presidents were the following John Adams, Thomas Jefferson, and Aaron Burr.
10. Dear Ms. Wilson
11. The facts lead to these conclusions we are wasting our resources, we are damaging our health, and we are doing damage to the environment.
12. The play begins at 800, so we should leave the house no later than 700.
13. I met the following people at the party James, Felicia, and Aaron.
14. Dear Sir or Madam
15. Warning Guard dogs protect this property.

Writing Application Using Colons. (1) Write two sentences, each of which includes a list requiring a colon before it. (2) Write a sentence that includes a list which should not have a colon before it. (3) Write a sentence that gives the time of day in hours and minutes. (4) Write a warning or label with a colon.
