

# 26.3 Colons • Practice 1

**The Colon as an Introductory Device** Use a colon before a list of items following an independent clause. A colon should not be used directly after a verb or preposition.

| Incorrect                                                                                                       | Correct                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| The six New England states are:<br>Maine, Vermont, New Hampshire, Rhode Island, Massachusetts, and Connecticut. | New England consists of six states:<br>Maine, Vermont, New Hampshire, Rhode Island, Massachusetts, and Connecticut. |

**The Colon in Special Situations** Use a colon in a number of special writing situations.

| SPECIAL USES OF THE COLON               |                                                                          |
|-----------------------------------------|--------------------------------------------------------------------------|
| <b>Expressions of Time</b>              | 9:45 A.M. 8:30 P.M.                                                      |
| <b>Salutations in Business Letters</b>  | Dear Ms. Hines: Dear Sir:                                                |
| <b>Labels Signaling Important Ideas</b> | Warning: Dangerous electrical equipment<br>Caution: May cause drowsiness |

**Exercise 1** Using Colons to Introduce Lists of Items. Insert colons where they are needed in the following sentences.

**EXAMPLE:** The basic unit consists of three rooms a living room, bedroom, and kitchen.  
*The basic unit consists of three rooms: a living room, bedroom, and kitchen.*

1. The ingredients needed to make brownies are as follows butter, brown sugar, an egg, vanilla, baking powder, flour, and salt.
2. Four team sports are popular in U.S. schools basketball, baseball, football, and soccer.
3. The day after Thanksgiving is a holiday in these states Florida, Maine, Minnesota, Nebraska, and Washington.
4. Four states border Mexico California, Arizona, New Mexico, and Texas.
5. Campers should bring the following items sheets, blankets, and towels.

**Exercise 2** Using Colons in Special Situations. Insert colons where they are needed in the following items.

**EXAMPLE:** The next flight for Los Angeles leaves at 405.  
*The next flight for Los Angeles leaves at 4:05.*

1. Warning Keep this medicine out of reach of children.
2. The feature starts at 7 10.
3. Dear Dr. Morgan
4. Caution Slippery when wet
5. Dear Sir or Madam

## 26.3

## Colons • Practice 2

**Exercise 1**

Using Colons to Introduce Lists of Items. Colons have been left out of each of the following sentences. Insert colons where needed.

**EXAMPLE:** The movie starred my favorite actors Paul Newman, Robert Redford, and Katherine Ross.  
*The movie starred my favorite actors: Paul Newman, Robert Redford, and Katherine Ross.*

1. This company produces paper pulp used for the following products paper plates, party hats, streamers, and confetti.
2. The apartment consisted of many spacious rooms three bedrooms, an eat-in kitchen, two baths, and a living room.
3. Maryanne chose three poets to study Dickinson, Frost, and Sandburg.
4. A reliable medical encyclopedia should include certain information descriptions of major diseases, lists of their symptoms, and advice about when to consult a physician.
5. In this wallet are my life's savings six dollar bills, eight quarters, and two nickels.
6. We wanted to buy a home in the country to have these benefits room to expand, space to enjoy outdoor activities, and land for a vegetable garden.
7. Their birthdays were all in the summer June 30, July 15, and August 12.
8. Zack arrived at the beach with these items a picnic basket, a rubber raft, and towels.
9. Indications of extreme stress may include the following rapid pulse, accelerated breathing, dizziness, or fatigue.
10. I will visit three countries Japan, China, and India.

**Exercise 2**

Using Colons in Special Situations. Add the colon missing in each of the following items.

**EXAMPLE:** 700 A.M.    7:00 A.M.

1. 630 P.M.
2. Caution Falling rocks
3. Dear Mmes. Jordon and Farnsworth
4. Gentlemen
5. Warning The Surgeon General has determined that cigarette smoking is dangerous to your health.

**Writing Application**

Using Colons in Your Own Writing. Follow the instructions that are given below to write sentences of your own. Use colons as needed.

**EXAMPLE:** Write a salutation for a business letter.

Dear Miss Rivera:

1. Write a sentence containing a numeral that gives the time of day.  
\_\_\_\_\_
2. Write a list of items following an independent clause.  
\_\_\_\_\_
3. Write a sentence containing a list that does not require a colon.  
\_\_\_\_\_
4. Write a label followed by an important idea.  
\_\_\_\_\_