

SEMI COLONS/COLONS

instructions and exercises in italics represent a more advanced skill.

semi-colon

super comma used to separate items in a list when the items have commas in them.

Bob, the supervisor; George, the accountant; and Sarah, the president were all there.

substitute for a conjunction

I found the recipe; he cooked the food.

between clauses joined by FANBOYS when at least one of the clauses contains a comma

Tired from driving, Matt retired; but Bob went out looking for mushrooms.

before "however," "therefore," and other conjunctive adverbs when you use them to join two sentences.

I was early; however, we still missed the beginning of the movie.

colon

directs attention to what follows

I would like the following: juice, toast, and milk.

Do these things: run the program, fill in your information, and submit it to the web site.

BUT NOT → I would like: juice, toast, and milk. *Use a colon to introduce a list only when the items in the list rename the word right before the colon*

introduces quote of two sentences or more

Bob said: "I don't like this. Let's leave."

Place colons and semi-colons in the proper places in the following sentences. (Not all of the sentences need repair.)

1. I can't find my keys we can't leave.
2. Please include the following information name, rank, and serial number.
3. We have locations in Evanston, Illinois, Harvey, Indiana, Chicago, San Francisco, and Wayne, Iowa.
4. Charlie said, "I don't mind the hard work. It's the schedule that I can't stand."
5. If Jim thinks this is a bad idea, I do too.
6. *After the game, Bob and I left for the coast but Sarah stayed behind to supervise the staff.*
7. *We have received your payment, therefore, you may disregard the bill.*
8. Lucy replied, "I can't find the file that you requested."
9. We should head home it's getting late.
10. *Sarah, our best accountant, loves to draw, but she doesn't get much time for it.*
11. Our branches reported monthly profits of \$1,098, \$31,987, and \$5,876.
12. *After all of the confusion surrounding the missing funds, we still have to find the shipping records and send them to the East Los Angeles office.*
13. Will you open the window the weather is beautiful.