

COLON(:) USE

THE COLON IS USED TO:	EXAMPLES:
To introduce a list when introductory phrases such as "for example" or "that is" are not used.	<i>For this recipe you will need: butter, sugar, flour. We'll need the following tools for our trip: a tent, flashlights and canned foods.</i>
To introduce an extract or quotation that follows an introductory sentence.	<i>As Author, Erica Jong, stated: "If you don't risk anything, you risk even more."</i>
In the salutation of a formal business letter even when addressing someone by their first name.	<i>Dear Sir: or Dear Madam: Dear Ms. Rodriguez:</i>
Between figures denoting hours and minutes, with exception to the 24-hour clock system.	<i>4:30 A.M 6:20 p.m. 18:20 hrs.</i>
To precede an extended explanation.	<i>Soy Sauce is widely used in Oriental cooking: it enhances the flavor of meat and vegetables, it also adds an interesting color to dishes.</i>
To precede a restatement of an idea.	<i>The building was very old: the cracks in the wall and many layers of scratched paint were a testament to its age.</i>

PRACTICE EXERCISES:

Complete the sentences below by correctly inserting colons.

1. There is only one choice left to you walk the plank
2. Many jobs are interesting to me writing, cooking, and accounting
3. She prized only one possession her diamond necklace.
4. Chef Gordon Ramsay is most well known for his over the top reality television series Kitchen Nightmares, Hell's Kitchen and MasterChef.

Answers:

1. you: walk 2. me : writing 3. possession : her 4. series: Kitchen