I. Colons

A colon usually introduces a list. When used in the text of a sentence . . .

1) The colon must be a necessary part of the sentence. (If the sentence makes sense without the colon, you don’t need it.)
2) A complete sentence must come before the colon.

Which is correct? Why?

1) I read three stories yesterday, including: “Flight,” “Barn Burning,” and “Golden Apples.”
2) I read three stories: “Flight,” “Burning,” and “Golden Apples.”

Which is correct? Why?

1) Someday, I plan to visit places like: Europe, Asia, and India.
2) I plan: to visit my grandma, my aunt, and my sister.
3) I plan to visit many people: my grandma, my aunt and my sister.
4) I plan to visit many people: my grandma, my aunt, and my sister.
Colons

This is a comma. This is a semicolon. This is a colon. A colon usually introduces a list. If the sentence makes sense without the colon, you don’t need it. A **complete sentence** comes before a colon.

Circle the correctly punctuated sentences.

1. A. I went to school for three things: paper, pens, and pencils.
   B. I went to school for: paper, pens, and pencils.
   C. I went to the school for three things: paper, pens and pencils.
   D. I went to the school to get: paper, pens, and pencils.

2. A. When I got there, I saw my friends who are: Troy, Kiersten, and Krista.

3. A. My friends wanted me to go to: the library, the bank and the store.
   B. My friends wanted me to go to: the library, the bank, and the store.
   C. My friends wanted me to go places with them: the library, the bank, and the store.
   D. My friends wanted: me to go, to the library, the bank and the store.

4. A. Tom finds himself wondering why he came: “He couldn’t identify a reason”.
   B. Tom finds himself wondering why he: “couldn’t identify a reason”.
   C. Tom finds himself wondering: “why he came”.
   D. Tom finds himself wondering why he came: “He couldn’t identify a reason.”

5. Write a sentence that includes an introductory phrase and a correctly used colon.

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6. Write your own sentence that includes a list of three or more items and correctly used colon.

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7. Write a sentence that includes a question mark INSIDE end quotation marks.

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8. Write a sentence that includes a question mark OUTSIDE end quotation marks.

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Colons look like this: :
They are generally used to introduce a list. When they are used in the text of a sentence . . .

1. Colons require a [complete sentence] before them.
2. Colons must be a [necessary] part of the sentence.

[NOT correct: “I bought: milk, eggs, and cheese.”]
[NOT correct: “I bought three things, including: milk, eggs, and cheese.”]
[Correct: “I bought three things: milk, eggs, and cheese.”]

Which is correct?

a. I’m talking to: Tom, Sarah, and Elena.
b. I’m talking to three people: Tom, Sarah, and Elena.
c. Im talking to three people: Tom, Sarah and Elena.
d. I’m talking to three people, including: Tom, Sarah, and Elena.
Which one is correct?
a. Sam had three tests, which were in: Math, Biology, and English.
b. Sam had three tests: Math, Biology and English.
c. Sam had three tests in: Math, Biology, and English.
d. Sam had three tests: Math, Biology, and English.

Which one is correct?
a. Brown says he: “is sad today.”
b. Brown says: “I am sad today”.
c. Brown says he is sad: “I am sad.”
d. Brown says he is sad: “I am sad”.

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1. Circle the correctly punctuated sentence.
A. I bought three things at the store, including: eggs, milk, and cheese.
B. I bought three things at the store including eggs, milk, and cheese.
C. I bought three things at the store: eggs, milk, and cheese.
D. I bought: eggs, milk, and cheese.
E. I bought three things at the store: eggs, milk and cheese.

2. Circle the correctly punctuated sentence.
A. I have three brothers who are: Troy, Mark, and Sam.
B. I have three brothers; Troy, Mark, and Sam.
C. I have three brothers: Troy, Mark, and Sam.
D. I have three brothers who are: Troy, Mark and Sam.
E. I have three brothers: Troy, Mark and Sam.