

## 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.

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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."
- 3) I liked: "Flight," "Barn Burning," and "Golden Apples."

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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.

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Name \_\_\_\_\_

### 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.
- B. When I got there, I saw: Troy, Kiersten, and Krista.
- C. When I got there I saw my friends: Troy, Kiersten, and Krista.
- D. When I got there, I saw my friends: 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.

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**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.**

