



# Revision Guides

# Colons and Semicolons



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# Hello

**Colons** and **semicolons** are some of the most feared, omitted and misused ..

The **colon** is used to provide a pause before introducing related Information,

while the **semicolon** is just a break in a sentence that is stronger than a comma but not as final as a full stop.

# Colon -

In writing,

we use **colons** and **semicolons** to make connections and introductions.

- The main function of a **colon** is to introduce what follows it. It can introduce a word, phrase, sentence, quotation, or a list.
- Use a colon when **introducing a quotation.**

# Semicolon -

- A **semicolon** joins two independent clauses in a compound sentence with no coordinating conjunction. **Some conjunctions are but, and, or, nor, for, so, and yet.**
- Place a semicolon between independent clauses joined by conjunctive adverbs such as **however, moreover, and therefore.** Put a comma after the conjunctive adverb.
- **Semicolons can be used in place of a comma.**

# Skill Tips -

There are a few places where you might think a colon should be used. Don't be fooled!

- **Do not place a colon** after the verb in a sentence. Adding the colon is redundant.
- **Do not use a colon** when a list is the complement or object of the sentence.

**Use a colon between hours and minutes, when you write time -**

**10:30 pm**

**1:15 am**



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