



## The Colon :

The colon (:) is used as a mark of introduction to draw attention to the words that follow it.

### 1. After a main clause to introduce

Use a colon after an independent clause to introduce *an explanation, a list, an appositive or a quotation*.

#### Explanation

The definition of love is deceptively simple: a strong affection for another rising out of kinship or personal ties.

#### List

A healthy diet should include the following: protein, carbohydrates, dairy and fruit.

**Appositive** An appositive is a noun or noun substitute that renames another noun immediately before it: *my father, Bruce*.

There is only one man who can save the world: the amazing hero, Superman.

#### Quotation

Consider the words of Leigh Hunt: "There are two worlds: the world that we can measure with line and rule, and the world we feel with our hearts and imagination."

### 2. Other specific uses of the colon

Use a colon after the salutation in a **formal letter**, **between the division of time** and **between title and subtitle**.

#### Salutation in a Letter

Dear Mr. President:

#### Division of Time

10:30 pm

#### Title and Subtitle

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### 3. Where not to use a colon

Delete or replace unnecessary colons. For example, never use a colon after *such as, including, or for example*. Do not use it between a verb and its object or compliment, or between a preposition and its object.

### Check out these websites:

[http://www.gcse.com/english/colon\\_use.htm](http://www.gcse.com/english/colon_use.htm)

<http://www.uottawa.ca/academic/arts/writcent/hypergrammar/colon.html> The University of Ottawa Writing Center page on Colons

*You have the tools. We'll help you use them.*