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 nutritious diet should include the following: protein, carbohydrates, and fats.

   **Appositive**
   An appositive is a noun or noun substitute that renames another noun immediately before it: *my mother, Monika.*
   There is only one man who can save the world: the amazing hero, Superman.

   **Quotation**
   Consider the words of Leigh Hunt: “There are two world: 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**
   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. Do not confuse it with a semicolon.

   **Check out this website:**
   [https://www.grammarly.com/blog/colon-2/](https://www.grammarly.com/blog/colon-2/)
   From Grammarly

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