**Colons! ::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::::**

The most important thing to remember about colons is that you only use them after statements that are complete sentences. Never use a colon after a [sentence fragment](http://grammar.quickanddirtytips.com/sentence-fragments-grammar.aspx).

**There are five rules:**

1. *When using the digital clock.*
   * *Eg.* **The time is 5:24pm**.
2. When using it as a salutation.
   * Eg. **Dear almighty Mrs. Thomasen:**
3. When introducing a list (and the introduction must be a full sentence!!)
   * Eg. **I like to eat weird food: frogs, snails and dog.**
   * Eg**. You have three assignments to finish: your logophile, characterization sheet and your essay.**
   * **NOT “I like to eat: pizza and pasta.**
4. Formal quotation. When introducing a formal quotation in dialogue or in an essay.
   * Eg. **My grandmother always said: “Life is a hiway.”**
   * Eg. **Jack is a ruthless leader: “He’s going to beat Wilfred”.**
5. When in anticipation, a drum roll. (or as some grammar sticklers say, “use a colon after a statement that is followed by an explanatory clause or expression”. )
   * Eg. **We ignored the confusion: school can be crazy the day before summer holidays.**
   * Eg. **Riverside is a giving school: the Christmas hampers are very generous.**

**Examples from “Jade Peony”**

*This she did with my father, confessing finally: “I am too stubborn. The only cure for old age is to die.”*

*Small figure bent over, wrapped against the autumn cold in a dark blue quilted coat, happily gathering each piece like gold, she became my spiritual playmate: “There’s a good one! There!”*

*3. My most vivid memories are of her hands: long, elegant fingers, with impeccable nails, a skein of fine, barely-seen veins, and wrinkled skin like light pine.*

**Put colons where necessary:**

1. We caught the bus at 330.
2. Dad added these items to the checklist wrench, hammer and chips.
3. You may quote from these sources Great Gatsby, Catcher in the Rye and Glass Castle.
4. Dear Mrs. Thomasen I will be absent for school today. I promise to catch up right away.
5. The Bay made record breaking sales this Christmas there onesy sales were astounding!
6. The best kind of teachers have this quality proffessionalism.
7. The best kind of holidays have two qualities peace and joy.
8. Chocolates are a great present eat fast.

**Sentence Combining: Using THAMOs**

Combine the following sentences with a subordinating conjunction (THAMOs) or add a semi colon where needed. OR add two commas around the transition word if it interrupts a thought.

1. Some say that dogs are friendlier than cats.  Cats can also be extremely loving.
2. What we’ve accomplished is a milestone.  Therefore let’s raise our glasses for a toast.
3. I simply cannot get out of bed.  I am however required to be at work now.
4. We don’t believe the way you do.  Our culture is very different from yours.
5. Anna and Grace weren’t always this close. When they went to camp however they became better friends.

**Semicolons to break up commas**

1. Ryan likes to run marathons, go travelling in Europe, Asia, and Africa, and cook like a world renowned, professional chef.