Colons

**14o.** Use a colon before a list of items, especially after expressions like *as follows* or *the following.*

**EXAMPLE** Please report to me on the following days: Monday, Tuesday, and Friday.

**14p.** Use a colon before a statement that explains or clarifies a preceding statement.

**EXAMPLE** I agree with what Mrs. Chan said: “Tell the truth and you will be happy.”

**14q.** Use a colon before a long, formal statement or quotation.

**EXAMPLE** It was left to me to state the conclusion: “It is clear from what we have heard here tonight that this pipeline should never be built. Our lives and the lives of our children and of their children for generations to come depend on preserving the supply of clean water.”

**14r.** Use a colon in certain conventional situations.

(1) Use a colon between the hour and the minute.

**EXAMPLES** 11:05 A.M. 8:30 P.M.

(2) Use a colon after the salutation of a business letter.

**EXAMPLES** Dear Ms. Acevedo: To Whom It May Concern:

(3) Use a colon between chapter and verse in Biblical references and between titles and subtitles.

**EXAMPLES** John 3:16 Psalms 3:5 Light: Medicine of the Future

**Exercise** In the following sentences, add colons where they are needed.

**Example 1.** We are reading *The Environment: Whose Responsibility?*

1. Our teacher introduced Mr. Burkhardt “It is my honor and my pleasure to introduce Mr. Steve Burkhardt. He is a close friend, a mentor, and an accomplished scientist. Please welcome him.”

2. Mr. Burkhardt told us something important We must save the elephants.

3. He also told me the following items are valued by some people: elephant meat, elephant tusks, elephant hides, and elephant hair.

4. I read this fact: The elephant is on the world’s endangered species list.

5. Is the elephant mentioned in Genesis 1:24?

6. My concerns are as follows: The herds are disappearing, illegal killing is continuing, and the rural people of Africa still need these elephants to survive.


8. We will listen to a lecture at 8:30 P.M.

9. My father always taught me this: Respect life in every form.

10. We will learn more about elephants in tomorrow’s lecture, which begins at 9:00 A.M.