

Colon

1. Use a colon after an independent clause that introduces a list. An independent clause is a word group that can stand alone as a sentence.

The students reviewed the major punctuation marks: the period, the comma, the colon, the semicolon, and the apostrophe.

2. Use a colon after an independent clause that introduces a quotation.

The words of the old philosopher echoed in her mind: "You cannot step into the same river twice."

3. Use a colon between two independent clauses if the second clause summarizes or explains the first.

The reason for her success was clear: she worked hard and remained patient.

4. Observe these conventional uses of the colon

- ◆ After the salutation in a business letter

Dear Ms. Jovanovich:

- ◆ Between hours and minutes in the numeral form of times of the day

Class starts at 1:30.

- ◆ Between the numerals of a ratio

The student-to-teacher ratio was 28:1.