

WRITING

LSLT

“I have difficulty using colons and semicolons correctly.”

List and Colons

- Use a colon with a list if the clause before the list can stand as a sentence by itself.
 - The colors are: blue, green, red, and black.
- Use a comma with a list if the clause cannot stand as a sentence by itself.

Salutation and colons

- The salutation, or greeting, of a business letter needs a colon.
 - Dr. Wilson:

List and semicolons

- Use semicolons for long confusing lists that include commas for each item in the list.
 - For example: We invited Mrs. Jones, Karen’s mother; Ms. Smith, Karen’s aunt; Mrs. Parker, Karen’s teacher; and Mr. Wilson, Karen’s principal.

Two independent clauses

- Use a semicolon when the two clauses do not have a coordinating conjunction.
 - Think carefully before responding; your future may depend on your answer.