

# Colons

- Colons are used in sentences, list and salutations
- > salutations ( the two examples below are correct.)
- E.g. Dear Ms. Bevear,
- E.g. Dear Ms. Bevear:

Complete sentence: clarify or expand on it



Must be a complete sentence

Timmy wants several toys for  
watercolor kit, a Barbie doll and a



christmas: easy bake oven, a  
light

This colon is used correctly

The toys Timmy wants are: an Easy bake oven a watercolor kit a bake oven and a light ( this is used wrong)

Timmy fell down the well three times last week: on Saturday, Sunday, and Wednesday.

Timmy fell down the well on: Saturday, Sunday and wednesday ( wrong)

Instead you can use...

Timmy fell down the well three times last week **namely** on Saturday, Sunday, and Wednesday.

Three things that Timmy hates about the well: the dark, the damp and the ghost of other kids who've fallen down the well

Timmy has three things he hates about the well namely, the dark, the damp and the ghost of other kids who'e fallen down the well

\* You don't have to capitalize the first letter after a colon unless the word is one that would normally be capitalized.