

- Use a **colon** after the greeting in a business letter.
EXAMPLES: Dear Mrs. Miller: Dear Sirs:
- Use a colon between the hour and the minutes when writing the time.
EXAMPLES: 11:45 3:30 9:10
- Use a colon to introduce a list.
EXAMPLE: The shopping cart contained the following items: milk, eggs, crackers, apples, soap, and paper towels.

A. Add colons where needed in the sentences below.

1. At 9 1 0 this morning, we'll be leaving for the natural history museum.
2. Please bring the following materials with you pencils, paper, erasers, and a notebook.
3. The bus will be back at 4 0 0 to pick us up.
4. The special exhibit on birds contains the following types prehistoric birds, sea birds, and domestic birds.
5. The letter we wrote to the museum began "Dear Sir Please let us know when the special exhibition on penguins will be shown at your museum."
6. He told us that we could find out more about the following kinds of penguins the Emperor, the Adélie, and the Magellan.
7. We were afraid there would be so much to see that we wouldn't be ready to leave at 3 3 0 when the museum closed.

- Use a **semicolon** between the clauses of a compound sentence that are closely related but not connected by a conjunction. Do not capitalize the word after a semicolon.
EXAMPLE: Hummingbirds and barn swallows migrate; most sparrows live in one place all year.

B. Rewrite each sentence below, adding semicolons where needed.

1. Colleen is a clever teacher she is also an inspiring one.

2. Her lectures are interesting they are full of information.

3. She has a degree in history world history is her specialty.

4. She begins her classes by answering questions she ends them by asking questions.
