

Punctuation:

colons and semi-colons

Colons

Colons (:) are used:

- ▶ Before a list of words, phrases or clauses.

In front of him were the following: mince pies, holly and other delicious delights.

In this example the items in the list are separated by commas.

Remember:

you do not put a comma before the word *and*.

Semi-colons

If the items in the list are longer than one or two words separate them with a **semi-colon**.

The attractions of the park included: a new roundabout; a short pony ride; a long slide and an ice-cream stall.

Colons

Colons and semi-colons are also used in a bulleted list.

Equipment required for PE:

- ▶ *Shorts;*
- ▶ *T-shirt;*
- ▶ *Pumps.*

A full stop is used at the end because it is the end of the sentence.

Colons

A colon is also used in a glossary between a word and its definition.

Connective: a word used to join two parts of a sentence.

Adjective: a word which describes a noun.

Semi-colons

Semi-colons can be used to join clauses in a sentence. Sometimes they take the place of connectives.

John liked jelly and Sam just loved ice cream.

This sentence could be written:

John liked jelly; Sam just loved ice cream.

It was a dark night and the moon hid behind a cloud.

It was a dark night; the moon hid behind a cloud.

Recap

Colons:

- ▶ introduce a list;
- ▶ link two clauses, when the second one gives more information about the first.

Semi-colons:

- ▶ separate longer items in a list;
- ▶ link two clauses which are closely related.
- ▶ Act as connectives between two clauses of equal weight.