



THE COLON CHART

Grammar Corner

Usage Rules & Examples

The **colon (:)** is a punctuation mark that introduces a list, an elaboration, a quotation, or other related content.

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1- Introduce a List or Series

Examples:

- I need to buy several items on to size: milk, breads, and cheese.
- The application process requires three documents: resume, a cover letter, and writing sample.

details

2- Introduce Examples or Elaboration

- She was feeling several emotions, loneliness, and disappointment.
- I have only one goal this year: turn a marathon in under 4 hours.

details



3- Introduce a Quote

As Jane Austen wrote: "A lady's imagination is very rapid; it jumps to admiration to love, from love to matrimony in a moment."



4- Separate Titles & Subtitles

- The Magnificent History of Astronomy
From the Ancients to Modern Space Travel
- Cooking Basics: How to Stock a Kitchen,
Master Techniques and Prepare Delicacies



5- Use Colon for Time

- The show starts at 8:30 pm tonight.
- The marathon begins at 7:00 am sharp.



6- Business Letter Salutation

To Whom It May Concern:
Dear Sir or Madam:



7- Introduce Speech in Writing

- She then addressed the crowd: Thank you all for being here tonight.
- As the coach yelled: "Keep fighting!" the team found new motivation.



8- Drive Home a Point

- There was only one conclusion to draw, the experiment was a total failure.
- She saved this advice for the end on one day at a time.

When NOT to use a Colon (:)

Condition

Examples



Don't use a colon between a verb and its object or complement.



Her hobby is: baking.
Her hobby is baking.



Don't separate a proposition from its object.



She traveling to Paris, France.
She traveling to Paris, France.



Don't use a colon later after "including," "such as," or for for example."



She loves fruit, including: apples.
She loves fruit, including, apples, oranges, and bananas.



Don't use a colon before a list introduced by "is," "are," "was," or "were."



His favorite colors are blue, green, and yellow.
His favorite colors are blue, green, and yellow.

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