

English_____

Last, First Name_____

Period_____

Date_____

Semicolons & Colons

<p>Semicolons</p> <p>• /</p>	<p><u>Rule 1:</u> Use a semicolon to join two complete sentences that are closely related.</p> <p>Ex. He began to fall; everyone ran into the building.</p>
<p>Colons</p> <p>• •</p>	<p><u>Rule 1:</u> Use a colon in writing the time.</p> <p>Ex. 5:00 P.M., 8:30 A.M.</p> <p><u>Rule 2:</u> Use a colon to set off lists.</p> <p>Ex. My list of things to take consisted of: shoes, socks, and peaches.</p> <p><u>Rule 3:</u> Use a colon between the chapter and verse(s) of the Bible.</p> <p>Ex. John 3:16, Isaiah 41:10</p> <p><u>Rule 4:</u> Use a colon after divisions of topics in writing or notes.</p> <p>Ex. Plants: Land Plants Ocean Plants</p> <p><u>Rule 5:</u> Place a colon after the greeting of a business letter.</p> <p>Ex. Dear Sir: Gentlemen:</p>

