



Rules for Using The Colon :

The colon (:)

A colon is stronger than a comma or a semicolon.

A colon should not be confused with a semicolon. A colon is much stronger.

The colon separates a sentence with two independent clauses whereby the second clause provides additional meaning to the first:

1. Swimming is something my whole family loves: we have enjoyed swimming since we were young.
2. I have everything I need to go swimming: I'm just waiting on my instructor to take me.

Use a colon in time expressions:

1. It is 2:30

Use a colon at the beginning of a list or title:

1. Dennis only has one friend: Doug.
2. There are four seasons: summer, fall, winter and spring.

After salutations or in business letters:

1. Dear Mr. Jones:
2. To:
3. Subject: