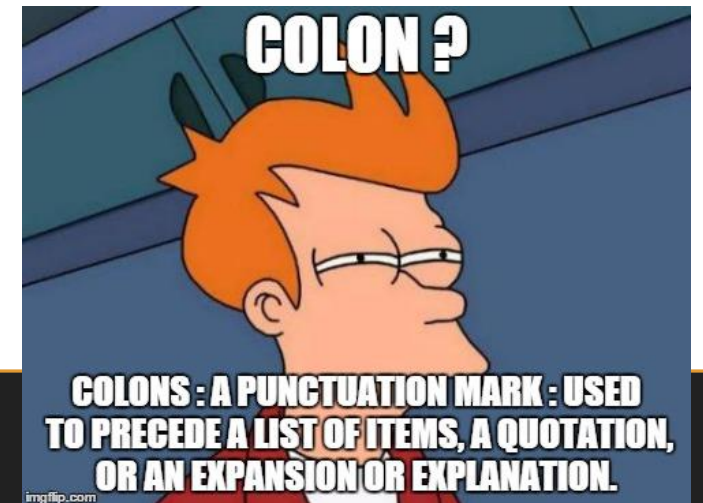


# Colons: have several uses

- a punctuation mark (:) indicating
  - that a writer is **introducing a quotation** or a **list of items**.  
Example: The dean stood up and expressed his love for the students with these moving words: “Blah, blah.....”
  - that a writer is **separating two clauses** of which the second **expands or illustrates** the first.  
Example: He got what he worked for: he really earned that promotion.
  - Use between **hour and minute**.
  - Use **after salutation** of a business letter.



## Semicolons: have several uses

- a punctuation mark (;) connecting two **independent clauses**:
  - Use between **independent clauses** when they are **not joined by FANBOYS**.  
EX: English was Lou's hardest subject; accordingly, he gave it more time than any other subject.  
Exception: Only use to separate independent clauses joined by FANBOYS if the clauses **already contain commas**.  
EX: Our strongest defensive players are Carlos, Will, and Jared; and Kareem and Matt are excellent on offense.
- Using a semicolon= you can replace it with a **period** and have **two complete sentences**.

