**Colons**

* **Your Diagnosis.** You have used a **colon** between a [**verb**](https://pensacolastate.instructure.com/courses/1325752/modules/items/17035060) and its **object** or between a [**preposition**](https://pensacolastate.instructure.com/courses/1325752/modules/items/17035075) **and its object**, or you have used a **colon** in the wrong situation.
* **Your Treatment Plan**. Remember that **colons** are used to do the following: To announce, introduce, or direct attention to a list, a noun or noun phrase, a quotation, or an example/explanation. You can use a colon to draw attention to many things in your writing.
* **The Cure!** A **colon** is used to mean “note what follows.” **(1) Use a colon** before a list of items, especially after such expressions as follows and the following. Example: For the sale, we collected the following items: lamps, chairs, tables, and dishes. (Do not use a colon when the list comes after a preposition or a verb.) Go with Jana, Tameka, and Tammy. That list included items sold, items rented, and items lost. **(2) Use a colon before a long, formal statement or quotation.** Example: Benjamin Franklin said this about the new republic: “[insert long quotation here]” **(3) Use a colon between independent clauses when the second clause explains or restates the idea of the first clause.** Example: Gina felt she had really accomplished something: she made the highest grade in the college algebra class. Benjamin Franklin was a man of many talents: he was an inventor, a writer, a politician, and a philosopher. **(4) Use a colon in certain conventional situations:** between the **hour and the minute**, between a **Biblical chapter and verse**, between the **volume and number** **(or between volume and page number)** of a periodical, and **after the salutation of a business letter**. Examples: 5:20 p.m., Psalm 23:1, Science Digest 102:3, Dear Sir:

cartoon-eyes[1] **Be on the lookout for…**

**Using a colon directly after a verb or a preposition.**

* + **INCORRECT USE OF COLON WHEN LISTING:** The items you’ll need are: A lunch, a sleeping bag, and bug spray.
    - *Does this colon come directly after a verb? In order to use a colon, you’ll need to give this verb an object.*
  + **REVISED:** The items you’ll need are as follows: a lunch, a sleeping bag, and bug spray.

**Using a colon directly after a verb when introducing a quotation.**

* + **INCORRECT USE OF COLON WHEN INTRODUCING A QUOTATION:** Thomas states: “Research shows improvements.”
    - *Where is the verb located? If you are introducing a quotation with a colon, you’ll have to make sure it does not follow a verb, and you will have to add an object!*
  + **REVISED:** Thomas provided insight on the situation: “Research shows improvements.”

**Try it out! Complete the practice exercises on the OTHER SIDE of this page.  🡪**

**Put a colon where needed in the following sentences. If the sentence is correct, put a “C”.**

1. The following students are to report to the office Jim Sullenberger, Joan White, Ellen Wright, and Theresa Rollins.
2. Here is a famous quote by Julius Caesar “I came I saw I conquered.”
3. Patrick Henry concluded his revolutionary speech before the legislature with these stirring words “Is life so dear or peace so sweet as to be purchased by the price of chains and slavery?”
4. I found that fact in the following source The *Reader’s Digest*, 127 39-42
5. In Johnson’s article “To Be or Not to Be,” he makes a valid argument: Shakespeare’s influence is more apparent today than it ever has been.