

**ENGLISH 10
UNIT III**

LESSON ONE: SEMI-COLONS (;) AND COLONS (:)

A semi-colon is always used as a separator, generally separating items of equal value; the semi-colon, in fact, is sometimes called a “weak period.” The colon is used to direct the reader’s attention to what follows – it is like an arrow pointing to what follows.

RULES FOR THE USE OF SEMI-COLONS

Rule One: Use a semi-colon to separate closely related main clauses of a compound sentence if a coordinating conjunction does not connect them.

EXAMPLES: a. Cambridge is simply near Boston; it is not a part of that city.

b. The brochures have been printed; they have yet to be distributed.

c. _____

NOTE: Although periods can also be used in the above sentences, semi-colons are preferred when the sentences are closely related.

Rule Two: Use a semi-colon before the conjunctive adverb or transitional phrase that join two main clauses.

Conjunctive Adverbs

accordingly	conversely	indeed	next	subsequently
also	finally	instead	nonetheless	then
anyway	furthermore	likewise	otherwise	therefore
besides	hence	meanwhile	similarly	thus
certainly	however	moreover	specifically	
consequently	incidentally	nevertheless	still	

Transitional Phrases

after all	at the same time	in addition	in the first place
as a matter of fact	even so	in conclusion	on the contrary
as a result	for example	in fact	on the other hand
at any rate	for instance	in other words	

EXAMPLES: a. The meeting has been in progress for two hours; however, important issues have yet to be introduced.

b. He tried to make amends; that is, he offered me the use of his car.

c. _____

Rule Three: Use a semi-colon to separate items in a series when the items themselves contain commas.

EXAMPLES: a. We were visited by people from LaGrange, a suburb of Chicago; Troy, a small college town in Georgia; and Austin, the capital of Texas.

b. _____

Rule Four: Use semi-colons instead of commas between two sentences joined by a coordinating conjunction IF there are commas within one of those clauses, or if there is one comma in both of the clauses.

EXAMPLES: a. His determination, his courage, and his sincerity could not be denied; but his methods, as you know, were often questioned by the voters.

b. _____

NOTE: Although commas would not be incorrect in these cases, the semi-colons make the clear distinction between the main clauses.

RULES FOR THE USE OF COLONS

Rule One: Use a colon to introduce a list following a main clause.

EXAMPLES: a. For our camping trip, we need to rent the big items: tents, backpacks, and sleeping bags.

b. For our camping trip, we need to rent tents, backpacks, and sleeping bags.
(list does not follow a complete sentence)

c. _____

Rule Two: Use a colon to introduce either a short quotation or a longer, indented quotation IF it follows a complete sentence.

EXAMPLES: a. This is what the consultant actually said: "People in other parts of the world will not like this ad."

b. _____

Rule Three: Use a colon in these special cases:

1) after the salutation of a formal or business letter

EXAMPLE: Dear Professor Richards:

2) between a title and a subtitle

EXAMPLE: She didn't want to read *The Right Moves: Succeeding in a Man's World without a Harvard MBA*.

3) in time references

EXAMPLE: I'll meet you at 7:45 tonight.

4) in scriptural references

EXAMPLE: We'll be studying John 2:7.

5) in proportions

EXAMPLE: Mix the gasoline and oil at a 3:1 ratio.