

Colon: lists

- 5b**
- 1 To be successful, you need three things: talent, determination and good luck. (*to introduce a list*)
 - 2 I'd like to see the show again – in fact, I'm going to book tickets tomorrow. (*adding extra information*)
 - 3 Katie is a great actress; she has sensitivity and a good voice. (*closely linked points*)

A **colon** means "that is to say" or "here's what I mean."

1a. Use a colon to introduce an item or a series of items. Do not capitalize the first item after the colon (unless it's a proper noun).

"You know what to do: practice."

"You may be required to bring many things: sleeping bags, pans, utensils, and warm clothing."

"I need an assistant who can do the following: input data, write reports, and complete tax forms."

2. No colon after a verb or preposition. ~~I want: butter, sugar, and flour.~~

Recommended: *I want butter, sugar, and flour.*

~~I've seen the greats, including: Barrymore, Guinness, and Streep.~~

Recommended: *I've seen the greats, including Barrymore, Guinness, and Streep.*

3. When listing items one by one, one per line, following a colon, capitalization and ending punctuation are optional when using single words or phrases.

Examples:

I want an assistant who can do the following:

input data

write reports

complete tax forms

The following are requested:

Wool sweaters for possible cold weather.

Wet suits for snorkeling.

Introductions to the local dignitaries.

These are the pool rules:

Do not run.

If you see unsafe behavior, report it to the lifeguard.

Did you remember your towel?

4. Have fun!

Semicolon ;

The semicolon or semi colon is a punctuation mark that separates major sentence elements. A semicolon can be used between two closely related independent clauses, provided they are not already joined by a coordinating conjunction. When you want to show that 2 sentences are connected.

I have a big test tomorrow; I can't go out tonight. that sentence are separated by a **semicolon** and could be sentences on their own if you put a period between them instead: I have a big test tomorrow.

pinpoint (**identificar, señalar, precisar**)

thatched

fəˈsɪdɪ
[fa-sidɪs]
[tʰɒtʃtʰɪd]
[kəmˈpənɪ]

ade

company