

Colons and Semi-colons

This task is about knowing when to use colons and semi colons.

a) Read each sentence and decide if it should have a colon. If it does, add the colon in the correct place.

i) In the box I found some real treasures three pencils, two rings, and a moa egg.

ii) After a tramp he wanted only one thing a hot shower!

iii) I like all kinds of food, especially hamburgers, milk shakes, and pies.

iv) HELP NEEDED baby sitter.

b) Each of the following punctuation marks has a certain strength according to the pause it represents.

Which list shows the punctuation marks arranged in order from the weakest pause to the strongest pause? (*Circle one*)

(A) Colon / semi-colon / comma / full stop

(B) Comma / colon / semi-colon / full stop

(C) Semi-colon / full stop / comma / colon

(D) Comma / semi-colon / colon / full stop

c) For each of the situations described below, indicate whether it is better to use a colon or a semi-colon by circling the correct term.

i) To join two closely linked sentences. colon **or** semi-colon

ii) Before a list. colon **or** semi-colon

iii) To break up lists. colon **or** semi-colon

iv) To introduce an explanation or summary of the first part of a sentence. colon **or** semi-colon