## **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 colon **or** semi-colon a sentence.

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