

29.3 The Colon • Practice 1

The Colon as an Introductory Device Use a colon before a list of items following an independent clause, to introduce a quotation that is formal or lengthy or not preceded by a verb that shows speech, to introduce a sentence that summarizes or explains the sentence before it, and to introduce a formal appositive.

List	Grandfather always grew a variety of vegetables: tomatoes, beans, cucumbers, carrots, and squash.
Quotation	The judge nodded slowly: "Case dismissed."
Explanatory Sentence	In conclusion, the speaker emphasized her main point: Leash laws protect dogs as well as people.
Formal Appositive	She showed slides of the most isolated spot on Earth: Antarctica.

Special Uses of the Colon Use a colon in a number of special writing situations.

Numerals Giving Time	9:10 A.M.	10:15 P.M.
References to Periodicals	<i>Cornell Law Review</i> XIV: 76 (volume: page)	
Biblical References	Ecclesiastes 1:5 (chapter: verse)	
Subtitles for Books and Magazines	"Emotion: Learning to Control Feelings"	
Salutations in Business Letters	Dear Ms. Green:	Gentlemen:
Labels Used to Signal Important Ideas	Warning: This product is for external use only.	

 **Exercise 1** Using the Colon as an Introductory Device. Add colons where they are needed.

EXAMPLE: I examined the parts of the book preface, text, and index.

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- The salad contains three ingredients lettuce, tomatoes, and mushrooms.
- She glanced at herself in the mirror "I could certainly use a haircut."
- We're pleased to have with us tonight Elmwood's most widely traveled citizen Bess Simca.
- On our trip we took three forms of transportation train, bus, and airplane.
- There is only one lesson to be learned from this experience Think before you speak.
- The day brought all sorts of weather sun, showers, haze.
- The master of ceremonies announced "Please rise for the national anthem."
- It's been a pleasure to work with a thoroughly professional actress Meryl Streep.
- She listed her three favorite sports baseball, football, and hockey.
- I read four magazines every month *National News*, *Stereo Listening*, *Popular Collectibles*, and *World Review*.

 **Exercise 2** Using Colons in Special Writing Situations. Add colons where they are needed.

EXAMPLE: My favorite childhood book was *Lad A Dog*.

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- The text of the sermon was Psalms 23 1.
- Did she take the 6 05 or the 6 37 from Penn Station?
- The book was called *Gourmet Cooking Recipes for the Beginner*.
- The quotation comes from *The Ohio State Quarterly* X 132.
- Note The cover of this bottle is not childproof.