

Grammar, Usage, and Mechanics Worksheet #75

FOCUS Colons

Use **colons** to show a relationship between numbers. Also use a colon to show a relationship of ideas within titles or between sentences. Colons are also used at the end of an independent clause to introduce information to explain the clause. An independent clause has a noun connected to a verb that tells a complete thought.

CONNECT TO WRITING

Colons have the following uses:

- Relationship between Numbers
Examples: Time (8:02 P.M.), Ratio (3:1), Chapter-Verse (Genesis 32:1-13)
- Relationship between Ideas
Example: *Teaching: The Lost Art*
- Explanation of the Independent Clause (Don't place colons after verbs.)
 - List **Example:** Order this food: bananas, potato chips, and hamburgers.
 - Quotation **Example:** The teacher offered this advice: Work smarter, not harder.
 - Explanation **Example:** She did a wonderful thing: She let him do what he wanted.
 - Rule **Example:** This is the most important rule: Keep your hands to yourself.

PRACTICE

Place colons in the appropriate places in the following sentences.

1. I need the following items toothpaste, a toothbrush, a comb, and soap.
2. The magician performed a trick It was more of a miracle.
3. The philosopher Santayana commented upon the value of history Those who fail to learn from history are doomed to repeat it.
4. Please play these pieces "Aria and Fugue," "Suite in D Major," and "The 3rd Symphony."
5. Only one fact remains true Things never happen as planned.
6. She knew the Golden Rule Do unto others as you would have them do unto you.
7. The principal's rules were posted Be Kind, Share with Others, Don't Touch.

WRITE

Compose your own sentence with a colon to introduce a list.

Grammar, Usage, and Mechanics Worksheet Answers

Grammar, Usage, and Mechanics Worksheet #72 Practice Answers

1. Jackie Smith (1845-1910) worked in the women's rights movement. You should read some of her descriptive letters (the ones to Charlene).
2. That new Bed and Breakfast (it was once a barn) is a popular rental with out-of-town visitors.
3. The Nile River (the longest river in the world) flows 4,000 miles through Egypt and the Sudan.
4. The common daisy (*Chrysanthemum leucanthemum*) can make a beautiful spring bouquet.
5. Thomas Jefferson (the author of the Declaration of Independence) seemed confused: he spoke out against the evils of slavery, but he himself owned slaves.
6. As you turn right, you will notice a large yellow house (the one with a white picket fence) and its remarkable front porch.

Grammar, Usage, and Mechanics Worksheet #73 Practice Answers

child's, horse's London's, rose's, Mom's Nature's, Life's

Grammar, Usage, and Mechanics Worksheet #74 Practice Answers

1. Will the Firemen's Ball be held on the same weekend as last year?
2. The Smiths' house is perfect for our graduation party.
3. Will the puppies' food change over the next month?
4. I think that the women's group meets every other Tuesday at the clubhouse.
5. The Children's Crusade was led by Nicholas in response to a dream.
6. Let's watch the girls' basketball game before we go miniature golfing.
7. Have the boys asked to borrow their parents' cars for the night?
8. The county restaurants' plans to offer any left-over food to the homeless were ambitious.
9. There is no doubt that workers' rights to health have not been fulfilled.
10. That Thompsons' front yard needs some major clean-up, if you ask me.

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