

WORKING WITH THE COLON

The colon is used to separate the minutes from the hour (9:32). The colon appears in the salutations of business letter (Dear Henry: and separates the main titles of books and plays from the subtitles (*The Sinking of the Titanic: A Personal Account*). The colon sets off a list of things in sentences (I want the following: tea, cookies, and milk).

A. Write a colon where needed in each of the sentences below. Also, write the correct punctuation for each sentence.

1. At precisely 8 30 the curtain rose on the new play, *Night of the Seven Sadnesses A Mystery*.
2. The letter began "Dear President Washington "and went on to ask for permission to sell land to Virginia.
3. Have the following in front of you a sharp pencil, an eraser, and three sheets of fresh paper.
4. Harry bought everything he needed for the party soda, assorted snacks, napkins, and paper plates.
5. Stop at 6 15 sharp. Do not forget If you do, you'll miss the 7 00 bus.
6. The winners included the following eighth grade students John Meyers, Jo Rudd, Gordon Reid, and Ruby Smith.
7. Some people get up at 7 15; others get up at 6 30; but I much prefer to sleep until 8 15.
8. Mrs. Baker made the announcement All mopeds will be prohibited in the school parking lot.
9. Have you read *The Queen Mary A Ship for All Times*.
10. The mayor made this statement to the press I will not run for reelection.

B. Follow the directions for each of the exercises.

1. Write the hour that your school begins, and the hour it ends. _____
2. Write a salutation for a business letter to your governor. _____