

## Punctuation: The Colon, The Dash, Quotation Marks

### THE COLON :

1. Use a colon to introduce a long statement that summarizes or explains a previous statement.  
*Example: The teacher told us everything we needed to know: he informed us of classroom locations, test schedules, and library hours.*
2. Use a colon to introduce a series of words, phrases, or clauses.  
*Example: Claire has a few favourite colours: blue, green, red, and yellow.*
3. Use a colon after the salutations in business letters and between figures separating minutes and hours.  
*Examples: Dear Sir:*  
*11:15 – 1:10*  
*To Whom It May Concern:*
4. Use a colon following short introductory words such as note, subject, caution, beware, etc.  
*Example: Note: The trip is cancelled due to rain.*

*Use COLONS where necessary.*

1. These are my favorite summer activities tennis, boating, and water skiing.
2. We made all the necessary arrangements we reserved the room, rented a car, and picked up our tickets.
3. This class lasts from 1130 in the morning until 130 in the afternoon.
4. The tour guide told us what to bring a passport, comfortable shoes, warm clothes and traveler's cheques.
5. Note The class is cancelled because the teacher is sick.
6. Caution this bridge cannot be used from midnight to 7 a.m.

**THE DASH -**

1. Use a dash to make single words more emphatic.  
*Example: Work – that’s all he thinks about.*
2. Use dashes to indicate a break in thought too abrupt to be set off by commas.  
*Example: John has already paid for our tickets – at least I hope he did!*

*Place DASHES in the appropriate places.*

1. Next Friday or is it Saturday we’re invited to a party.
2. It’s the only thing that’s important to them money.

**QUOTATION MARKS “ ”**

1. Use quotation marks to enclose the exact words that someone has spoken.  
*Example: He said, “I am going home now.”*
2. Use quotation marks to enclose the titles of short published works such as articles in magazines and newspapers, short poems and short stories and chapters from books.  
*Example: The article “Nuclear Arms” is quite alarming.*

*Complete these sentences with QUOTATION MARKS.*

1. How long will you be on vacation? asked Tony.
2. The article Health and Fitness contained many excellent hints on staying physically fit.
3. When you read Chapter Five, entitled The Effective Business Letter, pay particular attention to the section headed Writing Letters of Response.