# Punctuation:

## colons and semi-colons

# Colons

Colons ( : ) are used:

▸ Before a list of words, phrases or clauses.

*In front of him were the following: mince pies, holly and other delicious delights.*

In this example the items in the list are separated by commas.

Remember:

you do not put a comma before the word *and*.

# Semi-colons

If the items in the list are longer than one or two words separate them with a **semi-colon**.

*The attractions of the park included: a new roundabout; a short pony ride; a long slide and an ice-cream stall.*

# Colons

Colons and semi-colons are also used in a bulleted list.

*Equipment required for PE:*

- *Shorts;*
- *T-shirt;*
- *Pumps.*

A full stop is used at the end because it is the end of the sentence.

# Colons

A colon is also used in a glossary between a word and its definition.

*Connective: a word used to join two parts of a sentence.*

*Adjective: a word which describes a noun.*

# Semi-colons

Semi-colons can be used to join clauses in a sentence. Sometimes they take the place of connectives.

*John liked jelly and Sam just loved ice cream.*

This sentence could be written:

*John liked jelly; Sam just loved ice cream.*

*It was a dark night and the moon hid behind a cloud.*

*It was a dark night; the moon hid behind a cloud.*

# Recap

## Colons:

- introduce a list;
- link two clauses, when the second one gives more information about the first.

## Semi-colons:

- separate longer items in a list;
- link two clauses which are closely related.
- Act as connectives between two clauses of equal weight.