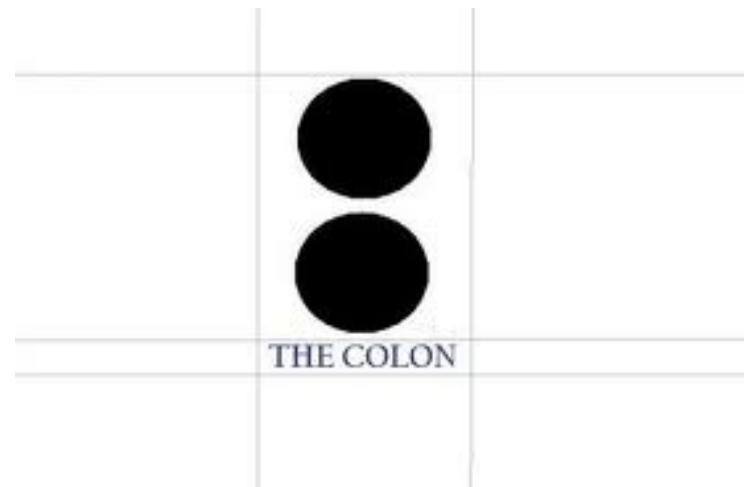


# Semicolons & Colons



# SEMICOLONS

- Separating Independent Clauses:
  - use a semicolon to separate independent clauses joined without a conjunction



# SEMICOLONS

- Separating Independent Clauses:
  - use a semicolon to separate independent clauses joined without a conjunction
  - Three people built the model; only one received credit for it. That person laughed a lot at the others.
  - Work at straightening out these shelves; someone else will get the bodies.
  - Your time is up; you need to move on to the next victim.

# SEMICOLONS

- Separating Independent Clauses:
  - use a semicolon to separate independent clauses that contain commas, even if the clauses are joined by a conjunction
- The special services department needed better equipment, updated training, and sound professional advice; but since all of this came after the explosion, the books were in sorry shape.
  - In this complex-compound sentence, the semicolon helps the reader see where the break in thought occurs. The semicolon makes the sentence easier to understand.

# SEMICOLONS

- Separating Independent Clauses:
  - use a semicolon to separate independent clauses with a conjunctive adverb that expresses a relationship between clauses
  - when words such as *however*, *therefore*, *then*, and *thus* connect two independent clauses, the first independent clause is followed by a semicolon, and the joining word is followed by a commas.

# SEMICOLONS

- Separating Independent Clauses:
  - use a semicolon to separate independent clauses with a conjunctive adverb that expresses a relationship between clauses
- We ordered from last year's swimwear catalog; **consequently**, our prices were wrong.
- I wanted a new sports car; **however**, a Matchbox was all I could afford.
- My brother Chad thought he had been cheated; **therefore**, he wanted his money back from the monkey.
- In the movie *Star Wars*, Luke Skywalker searches for a mysterious princess; **furthermore**, he destroys an evil Death Star.

# SEMICOLONS

- Separating Independent Clauses:
  - use a semicolon to separate independent clauses with a **conjunctive adverb** that expresses a relationship between clauses
  - a list of special joining words:
    - according
    - besides
    - consequently
    - furthermore
    - hence
    - however
    - instead
    - moreover
    - nevertheless
    - then
    - therefore
    - thus

# SEMICOLONS

- Conjunctive Adverbs (CA) vs. Subordinate Conjunctions (SC)
  - It is easy to confuse the two.
  - SC such as *because, although, since, until, and while* with CA
  - SC introduce **dependent clauses** that cannot stand alone as a sentence
  - CA, however, introduce independent clauses that can stand alone without the adverb



# SEMICOLONS

- Conjunctive Adverbs (CA) vs. Subordinate Conjunctions (SC)
  - Easy test to see if the word beginning a clause is a **subordinate conjunction**, for which you need only a **comma**, or a **conjunctive adverb** that needs a **semicolon**:
    - If you can move the word around in the clause, it is the joining word that takes a semicolon
    - If not, it is probably a subordinate conjunction.

# SEMICOLONS

- If you can move the word around in the clause, it is the joining word that takes a semicolon
- If not, it is probably a subordinate conjunction.

My paycheck was late. I couldn't pay my rent on time.

– Here are two different ways of combining these two independent clauses.

- My paycheck was late; therefore, I couldn't pay my rent on time.
- I couldn't pay my rent on time because my paycheck was late.

# SEMICOLONS

- My paycheck was late; therefore, I couldn't pay my rent on time.
  - If you can move the word around in the clause, it is the joining word that takes a semicolon
  - You could move *therefore* to a different place in the clause if you wanted to
  - You could say, “I couldn't, therefore, pay my rent on time.”
  - So, *therefore*, is a **conjunctive adverb**

# SEMICOLONS

- I couldn't pay my rent on time because my paycheck was late.
  - If you cannot move the word around in the clause, it is probably a **subordinate conjunction**
  - The word *because* makes no sense anywhere else in the clause
  - You couldn't say, "My paycheck because was late."
  - Therefore, *because* is a **subordinate conjunction**

# SEMICOLONS

- Items in a series:
  - use a semicolon to separate items in a series if the items contain commas
  - this helps the reader to see which set of items go together
  - unlike items in a series separated by commas, a semicolon is used even when there *is* a conjunction

# SEMICOLONS

- Items in a series:
  - The possible dates for the potluck are Thursday, June 5; Saturday, June 7; Sunday, June 8; or Monday, June 9.
  - On our team you'll find the hustlers, John and Marilyn; the slackers, Henrietta, Chuck, and Kerald; and the easy-going people, Judy, Bob, and Ralph.
  - The crematorium will relocate in either Beaverton, Oregon; Vancouver, Washington; or 2508 NE Everett Street, Portland, Oregon.



# COLONS THAT INTRODUCE

- Use a colon to introduce a list of items.
  - These people were transferred to Binder Core as a punishment for past wrongs: Brad, Cindy, Trevor, and Jill.
  - We ordered these supplies: paper, staples, scissors, body bags, sterile gloves, makeup remover, and tape.



# COLONS THAT INTRODUCE

- Do not use a colon if the list of items completes the meaning begun by the verb, in other words, if it fits right into the flow of the sentence.
- Examples of the previous sentences rewritten in such a way that a colon is not necessary.
  - The people transferred to Binder Core as a punishment for past wrongs were Brad, Cindy, Trevor, and Jill.
  - We ordered paper, staples, scissors, body bags, sterile gloves, makeup remover, and tape.

# COLONS THAT INTRODUCE

- Use a colon to introduce a formal quotation.
  - Nietzsche offered this sound advice: “Smash not the happy delusions of men.”

# COLONS THAT INTRODUCE

- Use a colon to introduce a word, phrase, or clause that adds particular emphasis to the main body of a sentence.
  - Your busy work schedule is the result of one thing: poor planning.
  - Jerry needed this essential information: the price.

# COLONS THAT SHOW RELATIONSHIP

- Use a colon to show a relationship in the following cases:
  - Between **two independent clauses** when the second explains the first.
    - Judy shouted and turned cartwheels: She had just finished the last day of Core.
    - Brian framed the paycheck: It was the first check he had ever earned.
    - Sylvia ignored the doorbell: She could not move after ten hours of playing soccer.

# COLONS THAT SHOW RELATIONSHIP

- Use a colon to show a relationship in the following cases:
  - Between the **title** and **subtitle** of a book.
    - *Measurement: Translating into Metric*
    - *Next Step: A Futuristic View of Technology*
    - *Fear: Tales from Binder Core*

# COLONS THAT SHOW RELATIONSHIP

- Use a colon to show a relationship in the following cases:
  - Between **volumes** and **page numbers**.
    - *Contemporary Authors* V:128
    - *Education Digest* 10:23
    - *Marvel Comics* 21:24

# COLONS THAT SHOW RELATIONSHIP

- Use a colon to show a relationship in the following cases:
  - Between **chapters** and **verses**.
    - James 3:10
    - Exodus 1:1
    - Proverbs 2:2

# COLONS THAT SHOW RELATIONSHIP

- Use a colon to show a relationship in the following cases:
  - Between **hours** and **minutes**.
    - 12:53 a.m.
    - 2:10 p.m.



# COLONS IN BUSINESS LETTERS

- You have learned that a **comma** follows a greeting (or salutation) in a personal, or friendly, letter.
- In business communications, a **colon** signals the reader that what follows is a business matter, something to be taken seriously.
- This is particularly true if you include the position, but not the name of the person to whom the letter is addressed.
- Even in a business letter the closing is followed by a comma.
  - Dear Ms. Essian:  
Sincerely yours,
  - Dear Editor:  
Cordially yours,

