

**Chapter 26: Semicolons and Colons****Using Colons**

A colon says to a reader "note what follows." Use a colon before a list of items, especially after expressions such as *as follows* and *the following [items]*. Use a colon before a long, formal statement or quotation. Do not use a colon before a list that follows a verb or a preposition.

The duties of this job are as follows: help unload the delivery trucks, sweep the aisles, and stack items on the shelves.

You need to shop for several items: brown shoe laces, a quart of milk, and five or six carrots.

**Exercise A** Some of the following sentences are missing colons. Insert colons where necessary. If a sentence is correct as it is, write C next to the sentence.

1. We will read works by the following poets in American literature class Emerson, Poe, Dickinson, and Frost.
2. Hershel looked for his calculator in the kitchen drawers, his closet, and his bookbag.
3. For her birthday, Sofia received these gifts a sweater, two books, gloves, and roses.
4. Yesterday at lunch, Eva ate a sandwich, an apple, two pieces of pizza, and a fruit cup.
5. My goals are as follows to go to college, to study medicine, and to be a surgeon.
6. The instructions on the box read "Boil water, empty box into water, cook for ten minutes, drain pasta, and serve."
7. Angela ordered the following magazines *Time*, *Essence*, and *The New Yorker*.
8. The Tsongs donated these items for the raffle a lamp, two chairs, and some books.
9. Patrick Henry offered these words on freedom "Give me liberty or give me death."
10. Nguyen repainted the chairs, the table, the door, and the windowsills.

**Exercise B: Proofreading** The following paragraph contains three missing punctuation marks, one spelling error, and one error in capitalization. Can you find all five errors? Proofread the paragraph to correct all the errors that you find.

I spent three weeks preparing a term project for my women's studies class. The assignment was as follows choose a poet; research her life, work, and achievements; and prepare an oral presentation. I chose African American poet Margaret Walker for my project. She was born in 1915 and has been a news reporter a social worker and an english instructor. In her late twenties, she won the Yale Younger Poets award for *For My People*, a book of poetry.