

## COLONS AND DASHES

### THE COLON

Use the colon before quotations, statements, and series that are introduced formally.

The geologist began his speech with a disturbing statement: "This country is short of rare metals."

Bring the following items: food for a week, warm clothes, bedding, and a canteen.

Between Two Independent Clauses

Use a colon between two *independent clauses* when the second explains the first.

The team's record was excellent: we have not lost a game this season.

For Special Uses

Use the colon between hours and minutes.

4:35 P.M.

Unnecessary Colon

Do not use a colon after a linking verb or a preposition.

Incorrect: Our representatives are : Anne Crane and Yvette Garcia

Incorrect: He was accustomed to : hard work, good pay, and long weekends.

### THE DASH

Use the dash to introduce summaries or to show interruption, parenthetical comment, or special emphasis.

For Summary

Clothing blankets food medicine -anything will help.

For Interruption

"I want to say how sad-I mean happy-I am to be here," the speaker stumbled.

For Parenthetical Comments

This is important-I mean really important-so listen carefully.

For Special Emphasis

The key to the mystery could only be in one place-the attic.

Correctly punctuate the following sentences with colons and dashes.

1. Fifty years from now, nearly 20 percent of all Americans about 65 million people will be 65 years old or older.
2. At 73 this morning the contract expired, but a strike is unlikely.
3. The development of many new products is hindered by but a single problem cost.
4. One reason that construction costs increase with petroleum prices is simple asphalt is made with petroleum.

5. Hundreds of conventional blue-collar jobs electrical contracting, bus driving, building materials are available to women.
6. The professions medicine, law, pharmacy, accounting, are also open to women.
7. The chief judgment one makes in an interview is subjective does the candidate have the right personality?
8. The office bulletin board had only one announcement "This office will be closed July 4."
9. Our firm needs skilled help in three areas statistics, programming, and personal.
10. All of us Ted, Jose, Kimberly, and me joined the same professional associations.