

# Colon (:)

When do you use them?

You use a **colon** to **introduce a list**.

“You need to show your tutor the following things each morning: your planner, your pen, your pencil, your ruler and your SPaG book.”

# Colon (:)

When do you use them?

You also use a **colon** to **introduce an explanation.**

Cats are really lazy: all they do is sleep all day.

The class couldn't stop laughing: Mr Butterworth had said something really funny!

# Semicolon (;)

When do you use them?

You use a **semicolon** to **break up lists of long phrases.**

Millthorpe has three Directors of Achievement: Mr Nicholls, Head of Viking House; Miss Kirby, Head of Roman House; and Mr Baybutt, Head of Saxon House.

Why can't I just use commas?

When we list items we often use a comma after each item. However, these phrases already include a comma so even more commas could be confusing.

# Semicolon (;)

When do you use them?

You also use a **semicolon** to **join two sentences together which are closely related.**

The street emptied;**;**the sheriff walked into town.

It marks a break that is stronger than a **comma** but not as final as a **full stop.**

**Task:** Can you show you can use colons and semicolons correctly?

**A** Add in a colon in the sentences below:

1. Holly loves Christmas she always eats lots of Christmas cake and minces.
2. There are two problems with the bike the brakes don't work and it's rusty.

**B** Add in a semicolon in the sentences below:

1. It was a cold day I had to wear a warm coat.
2. I liked the book it was a pleasure to read.

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# Task: ANSWERS

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1. Holly loves Christmas: she always eats lots of Christmas cake and minces.
2. There are two problems with the bike: the brakes don't work and it's rusty.

**B** Add in a semicolon in the sentences below:

1. It was a cold day; I had to wear a warm coat.
2. I liked the book; it was a pleasure to read.

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**Task:** Add in the colon(s) and semicolon(s)?

The four venues will be Old Trafford,  
Manchester Anfield, Liverpool St James'  
Park, Newcastle and Stamford Bridge,  
Chelsea.

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## ANSWERS

The four venues will be: Old Trafford, Manchester; Anfield, Liverpool; St James' Park, Newcastle; and Stamford Bridge, Chelsea.