

COLON “ ?

First-half overview: main uses of the colon

1



What a Colon Does

- ✓ Shows that more information is coming
- ✓ Often introduces a list, explanation, or quotation

2



Introducing Lists

- ✓ Use a colon after a complete clause
- ✓ It can introduce items in a list

★ We packed four things: a tent, a torch, food, and water.

⚠ Not after a verb or preposition

3



Introducing Explanations

- ✓ The second part explains the first
- ✓ It answers: why, what, or which one?

★ We stayed inside: the weather was dangerous.

4



Introducing Quotations

- ✓ Use it before a formal or emphasised quotation
- ✓ The words before it should be complete

★ She gave one warning: ‘Be careful.’

💬 After said, a comma is more common

COLON IN ENGLISH

Second-half overview: key rules for using the colon

1



Use After Complete Clauses

- ✓ The words before the colon should make a full sentence
- ✓ If the introduction is incomplete, do not use a colon

✓ We discussed three issues: cost, timing, and safety.

✗ Our plans include: visiting the fort.

2



Titles and Time

- ✓ Titles: Punctuation Marks: The Colon
- ✓ Time: 7:45 a.m.
- ✓ Do not leave spaces around the colon

3



Capitalization

- ✓ Use lowercase for a word or phrase
- ✓ Use capitals for proper nouns
- ✓ Capitalize direct quotations

one goal: success

one warning: 'Leave now.'

4



Common Errors

Avoid these mistakes:

- ✗ after a verb
- ✗ after a preposition
- ✗ after an incomplete introduction
- ✗ mixing up colon and semicolon
- ✗ adding a comma after a colon