CLASSIFYING COLONS (KEY)

# Directions: Read each sentence and place a colon where it belongs.

1. She had three tasks to complete before the end of the day**:** finalize the report, schedule the meeting, and reply to important emails.

### **Rule: Used to illustrate point by providing examples.**

1. The solution to the problem was clear**:** teamwork.

### **Rule: Used before a noun or a noun phrase.**

1. The teacher reminded her students of an important lesson**:** "Success is not final, failure is not fatal; it is the courage to continue that counts."

### **Rule: Used to introduce a quotation.**

1. The ratio of boys to girls in the class was 3**:**2.

### **Rule: Used to separate units of time and ratios.**

1. The text was titled, “Whispers in the Shadows**:** Unraveling the Mysteries of the Unknown.”

### **Rule: Used to separate a piece of work’s title from its subtitle.**

1. The survival kit included essential items**:** matches, a flashlight, a first aid kit, and a compass.

### **Rule: Used to introduce a list.**

1. The professor assigned an unexpected task to his students**:** a daunting challenge that would test their analytical skills to the limit.

### **Rule: Used before a noun or a noun phrase.**

1. The highlight of the evening**:** the stunning fireworks display.

### **Rule: Used before a noun or a noun phrase.**

1. The recipe called for a variety of spices**:** nutmeg, cayenne pepper, cinnamon, and cloves.

### **Rule: Used to introduce a list.**

1. To enter the competition, participants must meet the following criteria**:** be between the ages of 18 and 30, submit a portfolio of their work, and attend a preliminary interview.

### **Rule: Used to illustrate point by providing examples.**

1. The recipe called for a flour-to-water ratio of 2**:**1 for the perfect dough consistency.

### **Rule: Used to separate units of time and ratios.**

1. Mr. Jenkins always said**:** “Do not let the bad things that happen to you be an excuse to fail. Let it be your reason to succeed.”

### **Rule: Used to introduce a quotation.**

1. He sat down and took a deep breath before taking a sip**:** a fresh cup of hot tea.

### **Rule: Used before a noun or a noun phrase.**

1. The review exclaimed**:** “It’s the best movie you’ll see all year.”

### **Rule: Used to introduce a quotation.**

**Directions:** Read each rule and write an example sentence using the colon correctly.

Colons are most often used to introduce lists.

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Colons can be used before a noun or a noun phrase.

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Colons can introduce a quotation.

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Colons are used to illustrate their point by providing certain examples.

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Colons are used to separate units of time and ratios.

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A colon can be used to separate a movie, book, or another piece of work’s title from its subtitle.

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