

## 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.*

2. The solution to the problem was clear: teamwork.

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

3. 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.*

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

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

5. 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.*

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

*Rule: Used to introduce a list.*

7. 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.*

8. The highlight of the evening: the stunning fireworks display.

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

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

*Rule: Used to introduce a list.*

10. 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.*

11. 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.*

12. 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.*

13. 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.*

14. 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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