

# Colons Tutorial

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# Use a colon after the salutation of a business letter

Example-

Dear Sir:

**Use a colon to express the hours and minutes in figures / Use between numbers representing the volume and pages of book and magazines**

Example 1.-

7:45 P.M

Example 2.-

That verse is found in volume VII: page 16

**Use a colon to separate chapter and verse referring to a specific Bible selection**

Example-

Psalm 19:1

# Use a colon between a title and a subtitle

Example-

Pretty Little Liars: Who's in the Box?

# Use a colon to introduce a list or a series of items

Example:

Please pick up these items from the store: milk, eggs, sugar, bread.

Use a Colon before listed items that are introduced by such words as *the following*, *thus* and *these*

Example-

By the time he turned twenty, he had traveled to the following: Africa, Asia, and Europe