

Examples of When To Use a Colon (:)

Use To Link Closely Related Sentences

Example: Diane deserved this degree: She got what she worked for.

Use To Point to Words

Example: There's one more thing we need: a plane ticket.

Use To Clarify Information

Example: The results are in: He is the president.

Use To Introduce a Serial List

Example: There are three things every dog needs: food, water, and healthcare.

Use To Introduce a Bulleted or Numbered List

Example: There are three things every dog needs:

- food
- water
- healthcare

Use To Introduce a Direct Quote After an Independent Clause

Example: The cowboy uttered his final words: "Protect the ranch at all costs."

Use Following a Salutation

Example: Dear Professor Jason Smith:

Use To Introduce Extended Quotations

Example: Dyer's philosophy can be summed up in his belief that our thoughts manifest our reality: Act as if what you intend to manifest in life is already a reality. Eliminate thoughts of conditions, limitations, or the possibility of it not manifesting.