

Key

## LEVEL 1 - COLONS

Directions: Read and evaluate the given sentences. Place the colon in the appropriate spot in each sentence.

1. The Speaker of the House began with the following words: "Ladies and Gentlemen."
2. Jay is at the airport; he came home early.
3. Our tool box contains the following: a hammer, a wrench, and a chisel.
4. The garden is filled with the following flowers: violets, daisies, and roses.
5. The students wanted one thing: tacos.
6. Our text is The Americans: The History of a People and a Nation.
7. I have to go to summer school; I am two credits short.
8. In English we read the following plays: Our Town, The Glass Menagerie, and A Raisin in the Sun.
9. I began my letter as follows: "To Whom it May Concern."
10. I only hate one thing in this world: the dentist.
11. There is a lot of noise outside; school was dismissed early.
12. The novel begins with these words: "Call me Ishmael."
13. Our tour included the following: a wax museum, an art gallery, and a library.
14. The title of the book is Death Be Not Proud: A Memoir.
15. We soon learned the answer: someone had changed the report card.
16. Dear Ms. Wilkie; I would like to ask you a question.
17. There was only one thing left to ask: who stole the cookies from the cookie jar?
18. I decided to invite the following people to my party: Sarah, Jim, Kelly, and Henry.

## LEVEL 2 - COLONS

Directions: Read the given sentence. Rework it to include a colon.

1. The opening phrases of Dickens' "A Tale of Two Cities" are memorable "It was the best of times, it was the worst of times."

Dickens' "A Tale of Two Cities" has memorable opening phrases:  
"It was the best of times, it was the worst of times."

2. Just a few colored pencils were available green, orange and purple.

There ~~was~~ was only a few colored pencils available:  
green, orange, and purple.

3. It was useless to wait any longer; the last bus had left.

4. No one knows me like my mother; not my sister, my best friend, or my father.

5. Dr. Martin Luther King, Jr. closed his famous speech with the words from a spiritual: "Free at last! Free at last! Thank God Almighty, we are free at last!"

## LEVEL 2 - COLONS

Directions: Read these simple sentences. Improve them by rewriting to include a colon to make the sentence more forceful.

1. I really can't stand cold rice pudding.

There is one thing I really can't stand: rice pudding.

2. The one country I would really like to visit is Mexico.

There is one country I would like to visit: Mexico.

3. You have no choice but to accept the referee's decision.

You have no choice: accept the referee's decision.

4. Two things the company's success was founded on were service and value for money.

The company was founded on two things: service & value for money.

5. Climate change is the most serious threat to mankind's survival.

The most serious threat to mankind is  
the following: climate change.

## LEVEL 4 - COLONS

Directions: Read and evaluate the given sentences. Evaluate if the sentence contains a using semicolons appropriately. If it does, write correct. If it does not, identify the error and fix it to accurately utilize a colon.

1. There are only three vegetables that I hate: squash, turnips and parsnips. ✓

Correct

2. I bought: eggs, bread, and salad dressing.

↑ inc - I bought the following items: eggs, bread, and salad dressing.

3. I have many things to do tonight: study, laundry, cleaning and groceries.

Correct

5. My brother only does two things: eat and sleep.

Correct

6. The phone is ringing: no one is home to answer it.

Correct

7. There is only one solution: ban the use of cell phones while driving!

Correct

8. Aaron's bag is full of: books and binders.

inc ↑ the following materials:

9. If you are late, we will not wait for you.

Intro comma - no colon

10. I love her: smile, sense of humor, and intelligence.

the following things about her:

11. I know how you can cure that nasty cough: stop smoking!

Correct

12. I am afraid of: failure, boredom, and insects.

↑ the following things:

13. A few things you can eat with peanut butter are: celery, apples, and toast.

There are a few things you can eat w/ peanut butter:

14. There is only one woman I want to marry: you!

15. The movie was exciting: it had great fight scenes, big explosions, and fast cars.

✓ Correct

16. If I had only known your intentions before agreeing to your plan, I could have saved myself a lot of trouble!

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**LEVEL 5 - COLONS**

Extra Credit (11)

Directions: **Read** the following letter sent to a business. **Punctuate** this letter with the appropriate colons, semicolons, periods, and commas.

September 5 2000

Dear Customer Service Representative

Recently I called about my food processor which has the following defects The container lid flies off when the power is turned on the speed is always fast regardless of the button pushed and smoke pours out of the motor. Your manual "Food Processors How to Enjoy Them" has not been much help at all. Although most manuals have a section that describes what to do about possible problems this manual does not.

When I called you said the manager would contact me furthermore, you said the manager would have someone from the Small Appliance Repair Department call me. Neither has happened and three months seems long enough to wait.

The food processor was purchased April 3 the problems began July 5 a few days after the ninety-day warranty expired. While I realize that these things happen your company's lack of response has had the following effect It has caused me to lose confidence in your company your company's advertising your company's reliability and your company's products.

Please contact me before I vow never to buy your company's products again.

Sincerely

Phyllis Freeman