

Semi-Colons and Colons

What are they?

- A **semi colon** can be used to replace a conjunction or full stop to connect two sentences that are closely related to one another. This allows a connection to be seen between the two sentences, whether they are similar or contrasting. They can also be used in separated extended lists. For example:
 - “They love football; I can’t stand it.”
 - “She asked if I was free; I was at another friend’s house sadly.”
 - “For the cake, I need: eggs, but only free range; milk, preferably semi-skimmed; a new whisk (after I trod on mine) and sunflower oil.”
- A **colon** can be used to introduce an itemised list, or to isolate words or phrases to create emphasis. In both situations, it allows us to see that something will follow of importance. They can also introduce quotations. For example:
 - “Ingredients: eggs, flour, sugar, butter, milk, baking powder.
 - “David Walliams has written a number of wonderful novels: ‘Grandpa’s Great Escape, ‘Demon Dentist’ and ‘Ratburger’ to name a few.”
 - “She knew what she was feeling: fear.”
 - “I refer you to paragraph four: “we must show vigilance at all times”.”

Task One:

The following sentences are either missing punctuation, or only use full stops and commas. Can you add colons or semi-colons where needed?

- The teachers were in favour of extra homework. The pupils, however, were not.
- England played their last four matches abroad against the following Argentina, USA, Russia and Italy.
- I nominate the following people for parts Anne, Bill and Fred.
- The recipe needed bacon, smoked not unsmoked, risotto rice, which is also labelled as arborio rice, stock cubes, preferably chicken but vegetable will do, and spinach to serve.
- It was intense, and all his stomach could feel was one thing butterflies.
- Dickens has written many classics ‘Great Expectations’, ‘Oliver Twist’ and ‘Nicholas Nickleby’.

Task Two:

Can you rewrite and correct the punctuation in the following paragraph?

I am here before you today as a human being, not as a lecturer or authority figure. I need three things from you to be successful in this field of study, caring, respect, trust and communication. As a great woman once said “we can only do this if we are a united front”. Therefore I ask you to think, what can we do for one another? I can support your education, you can push yourself to your limits. Together, we can dream big, together, we can make it big. All it takes is the following, blood, sweat, tears and love of your subject. I want you to do you best, can you meet the challenge?