

Write the Right Way



Be Correct

Punctuation Marks

Colons & Semicolons
Introducing and Connecting

Semicolon



Join Two Sentences

Cause and Effect

Long List

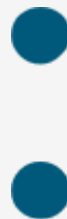
In the morning, I drink coffee with milk; in the evening, I take it back.

I forgot to take a bath this morning; nobody wanted to sit beside me in the meeting

Make sure you bring; paper, pencils, pens, markers, and paper clips to the meeting.

Colon

Introduce more information



She know my favorite foods: chocolate and peanut butter.

WHEN TO USE A COLON

Business
letter
greeting

Dear Colleague:

Between the
hours and
minutes

4:30

Divide a **title**
and **subtitle**

Frankenstein:
The Modern
Prometheus