

Colon exercises and extra examples for using the colon when introducing a list:

Example of using the colon 1: This is my to-do list: write, read, talk, and meet clients.

Example of using the colon 2: These are things I enjoy about my job: my co-workers, my commute, and all the things I have been learning.

NOT: I like learning, studying, and problem-solving.

Why: In the last example, you naturally go into the list without introducing it. So a colon is not needed.

Takeaway: A colon does not have to be necessary if you just rephrase the sentence.

Colon between independent clauses when the second clause explains the first

Example 1: I am staying at my job forever: I love my job.

Example 2: I am learning new skills: I want a promotion.

Not: I want a promotion: I love my job.

Takeaway: Watch for two independent clauses where the second one explains the first.

Emphasis on the last word of the sentence

Example 1: There is something everyone wants: success.

Example 2: I have one task: writing.

Two or more sentences after the colon (in most cases, it is better not to do this in business writing - it is too complex. But here is an example anyway)

Example 1: I accomplished two things to deserve praise: I finished my report. Then, I sent it to my boss ahead of schedule.