

# 4 COLON RULES & CAPITALIZATION



## Rule 1: When Introducing A List



- If the list breaks the sentence flow
- Good --> I specialize in a few subjects: business, marketing, and productivity.
- Also good --> I specialize in business, marketing, and productivity.

## Rule 1 Error

- I specialize in: business, marketing, and productivity



## Rule 2: Between Independent Clauses



- Similar to the use of semicolon
- When the second explains the first
- Example --> I have no time to get ready: the train leaves shortly.

## Rule 3: Last Word Emphasis



- When emphasizing the last word in a sentence
- After thinking about this my whole life, I decided on my favorite food: cake

## Advanced Colon Rule



- When two or more sentences follow the colon
- He did two great things: He ate cake. Then, he washed the dishes.

# Colon Capitalization



- If words after colon are dependent clause
- First word after colon is usually lower case
- If connecting independent clauses, you can capitalize
- Don't capitalize when introducing a list