Colon Exercise

1. When introducing a list of items and if the list breaks the sentence flow. Rephrase the following sentence to make use of the colon.

Communication, technology, and people skills are the most important business skills a person can learn today.

These are the most important business skills a person can learn today: communication, technology, and people skills.

1. You can put a colon between independent clauses when the second clause explains the first.

I am learning grammar because I write a lot at my job.

I am learning grammar: I write a lot at my job.

I am having to learn grammar because I write a lot at my job.

I am having to learn grammar: I write a lot at my job.

1. Do you remember how to capitalize these sentences correctly?

If the dependent clause is after colon, don’t capitalize. If the independent clause is after colon, you can capitalize.

Remember:

* Don’t capitalize dependent clause after colon
* Connecting independent clauses, you capitalize

1. Rephrase this sentence to use the colon to achieve the effect of putting the emphasis on the last word:

He said that good communication is the most important professional skill.

He said that there is one professional skill that is more important than any other: good communication.

1. To practice the case of using two or more sentences following the colon, rephrase this sentence:

Throughout my career, the ability to write well was one skill that was constantly useful. I used communication all the time.

One skill turned out to be the most important: The ability to write well was one skill that was constantly useful. I used communication all the time.

1. Question: when do you absolutely have to capitalize the word after the colon?

When the first word after the colon is “I” or the title of something.

I love one city: London.

I love one kind of a pet: dogs.