**Colons ( : )**

1. Use a colon to introduce a list. Do not use a colon before a list that follows a verb or a preposition.
   1. We have lived in the following states: Indiana, North Carolina, and Tennessee.
   2. You need to bring the following items: a sleeping bag, toothbrush, pillow, and a flashlight.
   3. The list of literary items includes *conflict*, *climax*, and *foil.* (Do not use colon because you have the verb *includes* before the list.)
   4. In the past five years my family has lived in Georgia, Colorado, and New Mexico. (Do use colon because the preposition *in* precedes the list).
2. Use a colon before a long, formal statement or quotation.
   1. O’Henry had this to say about Della and Jim: “But in a last word to the wise of these days, let it be said that of all of us who give gifts, these two were the wisest.”
3. Use a colon for time, salutation of business letters, and passages from the Bible.
   1. 9:30 p.m.
   2. Dear Mr. Gonzalez:
   3. Exodus 3:5-17

[Online Colon Quiz](http://www.google.com/url?q=http%3A%2F%2Fgrammar.ccc.commnet.edu%2Fgrammar%2Fquizzes%2Fnova%2Fnova5.htm&sa=D&sntz=1&usg=AFQjCNEoEzwoqDXWORmWVxJiJ6DhssCTDw)

[Khan Academy: Colon Overview and Practice](https://www.google.com/url?q=https%3A%2F%2Fwww.khanacademy.org%2Fhumanities%2Fgrammar%2Fpunctuation-the-colon-semicolon-and-more&sa=D&sntz=1&usg=AFQjCNHVNDbr08vAmIdW8L9SB1FxfApLrA)