
Objectives:

- Review grammar rules for the use of colons and semicolons.
- Practice the behaviors of effective, active listeners.
- Students will be able to explain the history and background of drama performance and writing in Elizabethan England.

Grammar

Rules for Punctuation

Using Colons and Semicolons in Lists

We make lists every day. There are several primary purposes for lists: to organize, to plan, and to remind. Did you notice that the previous sentence is a list?

It may not seem important to correctly punctuate lists, but using proper punctuation is important in all areas of writing, including making lists. Today, we'll focus on two specific ways to punctuate lists, with *colons* and with *semicolons*.

Colons

The most important rule to remember when using a colon in a list is that you must have a complete sentence before a colon.

Incorrect: The reasons I love summer are: hot weather, swimming, and sleeping in.

Correct: There are three specific reasons I love summer: hot weather, swimming, and sleeping in.

In a list, the colon acts as a signal which says, "A list of information follows."

Semicolons

Semicolons do not act as signals in the same way that colons do. However, they do play important roles in certain lists. Semicolons are mostly used in lists to divide clauses. You should still use a colon before you introduce your list, however.

Example: There are three things I want you to do today: clean your room and put your dirty laundry in the hamper; change your sheets and make your bed; and clean up the dishes and load the dishwasher.

Sometimes, we make sublists within our lists. This means that we have smaller lists within the main list. We should use semicolons when using sublists.

Example: I bought a hat, shoes, and a shirt at the first store; I bought sunglasses, earrings, and a scarf at the second store; and I bought nail polish, lipstick, and eyeliner at the third store.

Practice

Directions: Properly punctuate each of the following lists using colons and semicolons.

1. There are four things on the kitchen table a book, a plate, and a glass.
2. I want you to remember this important information his address and telephone number his height and weight and his previous employers.
3. Every Monday, I do laundry, wash the windows, and vacuum the rug every Wednesday, I go to the bank, do the grocery shopping, and wash the car and every Friday I pay the bills, clean the bathrooms, and mop the floors.

Growth Activity

1. Make a list of things you want to do in the next week. Use colons and semicolons as needed in your list.