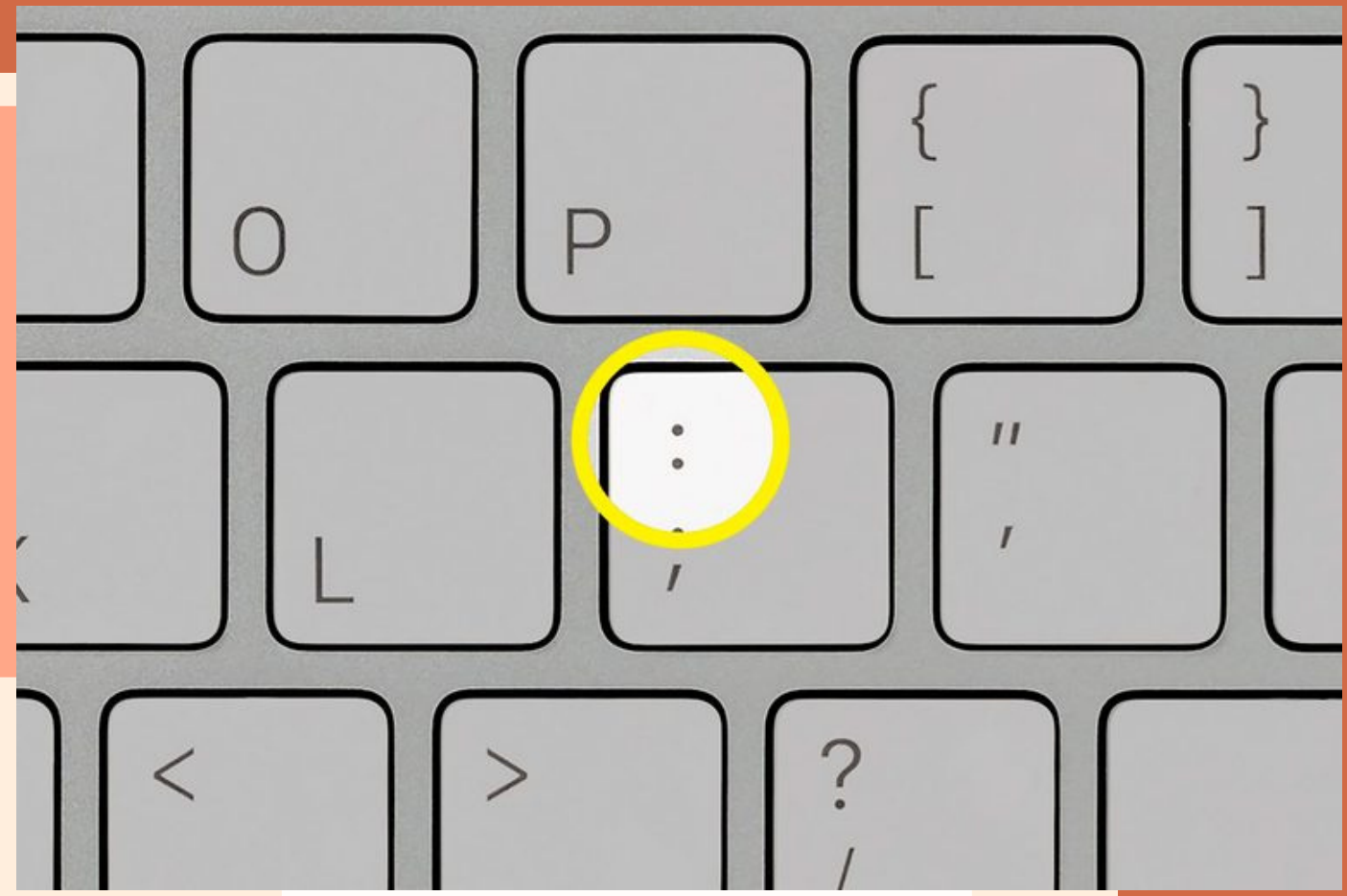
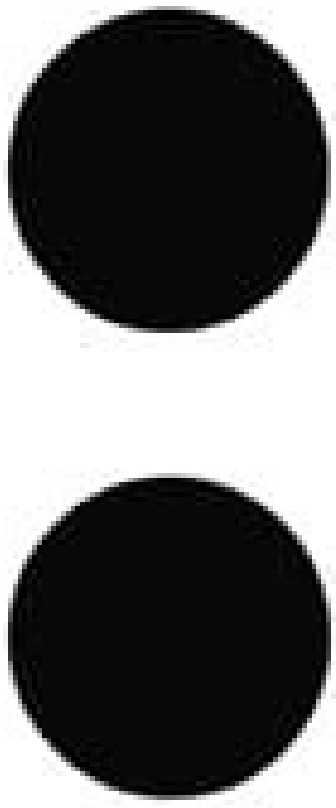


Colons

Used when what comes next relates to the previous sentence directly.



Colons are used after complete sentences. They are not to be used after sentence fragments.



EXAMPLE 1

I looked at three houses today: the one on Kirkwood, the one on 18th street, and the one on Oaklawn.

Example 2

The employers looked at two different ways to make employees happier: giving more time off that is paid and more staff.

Bad example

I visited: Maine, New Hampshire, and Indiana.

Citations

<https://academicguides.waldenu.edu/formandstyle/writing/grammarmechanics/colons>

<https://www.rd.com/article/when-to-use-a-colon/>

<https://vappingo.com/word-blog/when-to-use-a-colon-9-simple-rules/>