



Writing Centre

Colons

Colons are used

1. after an independent clause to direct attention to a list, an appositive, a quotation or summary.
2. according to conventions such as time, salutations, proportions, titles, bibliographies and chapters or verse.

Use a colon with

1. A List

For example:

The Writing Centre tutor needs several skills: flexibility, quick thinking, prioritization, compassion and many more.

2. An Appositive

For example:

My best friend has many wonderful attributes: kindness, empathy and sincerity to name a few.

3. A Quotation

For example:

Consider the words of Margaret Atwood:

4. A Summary

For example:

Tutors are like artists: They approach each session individually, quickly, and with care.

5. Conventions

For example:

TIME	7:30 a.m.
SALUTATION	Dear Sir:
PROPORTIONS	The ratio of people to pets was 2:1 at the park.
TITLES	Racism in Canada: The Chinese Immigrant Experience
BIBLIOGRAPHIES	Toronto: Nelson, 2013
CHAPTERS OR VERSE	Acts 12:5