Colon (:)

1. To introduce a list
   1. Ex: The following were my worst jobs: truck loader at an apple plant, assembler in a battery factory, and attendant in a state mental hospital.
2. To introduce a quotation with a complete sentence
   1. Thoreau explains in Walden why he went away: “I went to the woods because I wished to live deliberately, to front only the essential facts of life” (17).
3. To introduce an explanation
   1. There are two softball leagues in our town: the fast-pitch league and the lob-pitch league.

Semi-Colons (;)

-The main use of a semi-colon is to indicate the break between two complete thoughts. In other words, you generally only use a semi-colon where you could put a period.

-Usually use a semi-colon if two sentences are very closely related and short

-Ex: My dogs are very lazy; they only want to sleep on fluffy pillows and lie down while eating.

-Use a semi-colon to set off items in a list or series when the items themselves contain commas.

Ex: Winning prizes at the national flower show were Roberta Collins, Alabama, azaleas; Sally Hunt, Kentucky, roses; and James Weber, California, Shasta daisies.

Example that uses both colons and semi-colons:

The following books must be read for the course: *The Color Purple,* by Alice Walker; *In Our Time*, by Earnest Hemmingway; and *Man’s Search for Meaning,* by Victor Fangle.