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|  | Definition | Example |
| Semicolon | 1. Use a semicolon between independent clauses if they are not joined by a FANBOY word.   2. Use a semicolon rather than a comma before a coordinating conjunction to join independent clauses that contain commas. | 1. Anna Mary Robertson Moses had a goal**;** she wanted to be an artist. 2. I called Chung Sook, Van, and Ray**;** and Sam called Marva. |
| Colon | 1. Use a colon before a list of items, especially after expressions such as *the following* or *as follows*. 2. Use a colon between the hour and the minute. 3. Use a colon after the salutation of a business letter. 4. Use a colon between chapter and verse in Biblical references and between all the titles and subtitles. | 1. For the picnic we need the following**:** fruit, sodas, cheese, and crackers. 2. 8**:**00 P.M. / 2**:**15 A.M. 3. Dear Mrs. Cramer:   To Whom It May  Concern:  4. Matthew 3**:**1-4  Robert Frost**:** The Official Biography |
| Hyphen | 1. Use a hyphen to divide a word at the end of a line. 2. Use a hyphen with compound numbers from twenty-one to ninety-nine and with fractions used as modifiers. 3. Use a hyphen with the prefixes *ex-, self-, all*-, and great- and with suffixes *-elect* and *-free*. | 1. When the school year   ends each summer, I am al-  ways ready for a vacation.  2. twenty-seven votes  two-thirds majority  3. ex-player  self-cleaning  wheat-free  all-star |