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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.
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| 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 majority3. ex-player  self-cleaning wheat-free all-star |