

How to use Colons and Semi-Colons

Colons are short for “and now I’m going to give you more information”. They most commonly introduce horizontal or vertical lists.

- *There are many car makers: Ford, Vauxhall, BMW etc.*

Semicolons join two related sentences together.

- *She spoke very quietly; she had a sore throat.*

Semicolons also break up complex lists.

- *The company has departments titled Research, Development and Entrepreneurship; Health and Safety; and Personnel and Human Resources.*