**SEMI-COLONS AND COLONS**

A. Semi-Colon:

1. Separates two complete sentences of the same thought, whereby the semi-colon replaces the conjunction (and)

1. Used between units where multiple commas are used
2. Used before a transition word where two sentences are of the same thought such as:

; however,

B. Colon:

1. Used in a sentence before a listing - it is not capitalized if it is not a complete sentence

2. Used in a list that is double spaced after the colon and enumerations are used

3. Used with the following words:

are as follows:

are these:

If you are not using these terms, then just complete a normal sentence without a colon, such as:

The courses were are taking are Legal Document Production and Executive Integrated Projects

1. Used in time:

2:45 p.m.

Note: 24-hour clock does not use a colon

5. After the word *note*, use a colon followed by a capital letter:

Note: It is time to register for the conference