

Illuminated manuscript, *Book of Hours*, c. A.D. 1400



- 8.** Few women even now have been graded at the universities the trials of the professions, army and navy, trade, politics, and diplomacy have hardly tested them.
- 9.** Mama had not been consulted therefore, she made no comment.
- Jade Snow Wong**
- 10.** He who has books is happy he who does not need any is happier.
- Chinese Proverb**

B. PROOFREADING SKILL

Using Semicolons Rewrite the following paragraph adding any needed semicolons or other needed punctuation. Correct any errors in usage, mechanics, or spelling.

Libraries as we know them today have gone through a number of significant changes since the middle ages, so have the books they contain. Medieval books were individually lettered by hand no too copies were identical. These books, which sometimes took years to copy, usually contained valued works. As a result they were highly prized objects. Many of the manuscripts had drawings that accompanied the text. The drawings known as illuminations were often colored with the use of precious substances, for example; gold was used. As well as painted from powdered precious stones. Because they took so long to produce, medieval books were usually kept within the library walls. In fact, books were sometimes actually chained to the library desks: to prevent them from being moved.

THE COLON

The colon is used to direct the reader's attention forward to what comes next in the sentence. Often a colon introduces an explanation or example.

Use a colon to introduce a list of items.

A colon often follows a word or phrase such as *these*, *the following*, or *as follows*. A colon is not used when a series of complements or modifiers immediately follows a verb.

Jim is a member of the following groups: the Drama Club, the Debate Team, the Woodworking Club, and the International Alliance. (list)

We visited these countries on our trip: Switzerland, France, Spain, Italy, and Austria. (list)

The candidate's attributes are honesty, intelligence, and courage. (series of complements)

The chart shows the primary colors, which are red, yellow, and blue. (series of modifiers)

Do not use a colon after a verb, in the middle of a prepositional phrase, or after *because* or *as* to introduce information.

Incorrect Mike is interested in: chemistry, photography, and ice hockey.

Correct These are Mike's interests: chemistry, photography, and ice hockey.

Incorrect You should bring: paper plates, cups, and napkins.

Correct You should bring the following items: paper plates, cups, and napkins.

Incorrect The Constitution designates the President as: commander in chief of the armed forces.

Correct The Constitution designates the President as commander in chief of the armed forces.

Use a colon to introduce a quotation that lacks explanatory words such as he said or she asked.

Christine wheeled around angrily: "You're going to regret this decision one day!"

Use a colon to introduce a very long or very formal quotation.

In his Inaugural Address in 1961, President John Kennedy said: "Ask not what your country can do for you—ask what you can do for your country."

Use a colon between two independent clauses when the second explains the first.

Then I knew we were in trouble: none of our boys could match the dive we had just seen.

From then on we understood Ms. Gilroy: she was demanding, but she was fair.

Other Uses of the Colon

Use a colon (1) after the formal salutation of a business letter, (2) between hour and minute figures of clock time, (3) in biblical references to indicate chapter and verse, (4) between the title and subtitle of a book, (5) between numbers referring to volume and pages of books and magazines, and (6) after labels that signal important ideas.

TIP
After a colon, capitalize the first word of a formal statement. Begin an informal statement with a lowercase letter.

Writing