

SEMI-COLON USAGE

RULE 1--Join two related clauses that are linked with a transitional adverb.

- Some people think that school should start later in the morning; **however**, they fail to recognize that school would also end later in the day.

RULE 2--Use a semi-colon to join two closely related independent clauses that are not joined by a coordinating conjunction.

- My brakes are making several grinding noises; **they** will likely need replacing.

RULE 3--Use a semi-colon to join items in a series that contain commas—even if only one of the items has a comma in it.

- Shopping for a new car, I found a Buick, a Lincoln Continental, and Ford Mustang; **and** my maid, Helga, found a Mercedes 600, a 1938 Beetle, and a Original Fiat 500.
- The council has appointed the following members: Bob Smith; Ted Jones; and Anne Lewis, recruiting.

COLON USAGE

RULE 1--Use a colon before a list of items

- Bring the following items to class: iPad, folder, and pen.

RULE 2--Use a colon before statement that explains a preceding statement.

- She deserves to be fired: She has mismanaged her department budget for years.

RULE 3--Use a colon to separate hours and minutes, Bible chapter and verse, and titles and subtitles.

- 8:00 a.m., Psalms 8:9, *Star Wars: A New Ending Beginning Soon*

HYPHENS

Hyphens link two words to make a compound noun

- Self-defense, happy-go-lucky, mothers-in-law, ex-governor, self-control, pro-American, anti-fascist, great-grandparent, well-written
- Use when **using self, ex, post, un, pro, semi, ultra, or well as a prefix**
 - Self-governing, ex-wife, post-test analysis, un-American, pro-wrestler, semi-retired, ultra-violent, well-made
- Numbers—Twenty-one, etc.

DASHES

Dashes function as commas that add extra emphasis and as a substitute for a colon.

- The writing assignment—I am happy to tell you—is due next Monday.
 - The clause *I am happy to tell you* is non-essential and can be removed. Using dashes to separate it from the rest of the sentence adds more emphasis.
- Our family owns two homes—our permanent residence and a hunting cabin.
 - Very similar to writing: Our family owns two homes: our permanent residence and a hunting cabin

TRANSITIONAL ADVERBS

Transitional Expressions are words or expressions that show how ideas within a sentence, or in separate paragraphs, are linked together. These words are not equally synonymous as they perform different functions.

The Functions of Transitional Expressions

1. **COMPARE IDEAS**—also and, besides, in addition, similarly, yet, likewise
2. **CONTRAST IDEAS**—although, but, however, instead, nevertheless, otherwise, yet, unfortunately
3. **SHOW CAUSE AND EFFECT**—as a result, because, consequently, so, therefore, thus, accordingly
4. **SHOW TIME**—after, before, eventually, finally, first, meanwhile, then, when, since
5. **SHOW PLACE**—above, across, around beyond, from, here, in, on, over, there, under
6. **SHOW IMPORTANCE**—first, last, mainly, then
7. **SHOW A LISTING**—also, for example, in fact, most important, finally
8. **SHOW PROBLEM / SOLUTION**—as a result, nevertheless, nonetheless therefore, thus, consequently, otherwise
9. **SHOW ADDITIONAL IDEA**—besides, for example, furthermore, in addition, additionally, for instance
10. **SHOW CONCLUSION**—thus, consequently, in conclusion, in review, finally