

## LESSON 30

### Punctuation

- A **semicolon (;)** can be used instead of a comma and a conjunction to join two independent clauses.

Mr. Li moved to Chicago; he looked for a house.

- Semicolons separate items in a series if commas are already used in the series.

The band includes John Drummond, horn; Tim Salmonson, piano; and Jim Smelser, drums.

- A **colon (:)** is used after the salutation in a business letter and to separate hours and minutes in expressions of time.

Dear Sir: 12:01 P.M.

- Colons introduce a list and set off a speaker's name in a play.

The train stops in the following cities: Jackson, Little Rock, and Chicago.

JOHN: I can't wait to start my new job.

- A **dash (—)** sets off information that interrupts the flow of a sentence.

Jon Bixly—he's written a book—is an authority on the early 1900s.

- A **hyphen (-)** joins compound adjectives before nouns, spelled-out numbers, and some two-word nouns.

a well-cooked goose    forty-three    self-control

- 4 Rewrite each sentence. Add the missing punctuation marks.

1. I have visited these states Idaho, Montana, and Colorado.
2. Mr. Thomas he was running late caught the 504 P.M. train.
3. We found seats on the train thirty two people had to stand.
4. This train will stop in Nashville, Tennessee Louisville, Kentucky and Indianapolis, Indiana.