Name:_____ Date:_____

Punctuation Marks: The Colon and The Hyphen

The Colon (:) is used for the following:

- ***To introduce a list of items. (We bought the following items: ice, forks and cups)***
- ***To separate hours from minutes when writing the time. (3:15 pm)***
- ***To separate the chapter and verse in a bible text. (John 3:16)***

The Hyphen (-) is used for the following:

- ***With compound numbers. (twenty- five)***
- ***Fractions used as adjectives. (two- thirds)***
- ***Between compound words. (mother-in-law)***

Rewrite these sentences and insert the missing colon (:) or hypen (-).

1. On the table there are books, pens, pencils and folders.

2. One third of my salary is spent on groceries.

3. The passers by are very noisy.

4. My favourite hobbies are swimming, reading and baking.

5. The girl guides are having a meeting today.

6. My step sister is ill.

7. Our island recorded fifty three new positive cases of covid-19 yesterday.

8. My bedtime is at 9 30 on school days.

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9. My brother in-law's car was stolen.

10. The coach said that the team needed uniforms, helmets, bats and pads.

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