The Colon:

The colon (:) is used as a mark of introduction to draw attention to the words that follow it.

1. After a main clause to introduce
   Use a colon after an independent clause to introduce an explanation, a list, an appositive or a quotation.

   Explanation
   The definition of love is deceptively simple: a strong affection for another rising out of kinship or personal ties.

   List
   A healthy diet should include the following: protein, carbohydrates, dairy and fruit.

   Appositive An appositive is a noun or noun substitute that renames another noun immediately before it: my father, Bruce.
   There is only one man who can save the world: the amazing hero, Superman.

   Quotation
   Consider the words of Leigh Hunt: “There are two worlds: the world that we can measure with line and rule, and the world we feel with our hearts and imagination.”

2. Other specific uses of the colon
   Use a colon after the salutation in a formal letter, between the division of time and between title and subtitle.

   Salutation in a Letter
   Dear Mr. President:

   Division of Time
   10:30 pm

   Title and Subtitle
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3. Where not to use a colon
   Delete or replace unnecessary colons. For example, never use a colon after such as, including, or for example. Do not use it between a verb and its object or compliment, or between a preposition and its object.

Check out these websites:

http://www.gcse.com/english/colon_use.htm

http://www.uottawa.ca/academic/arts/writcent/hypergrammar/colon.html The University of Ottawa Writing Center page on Colons

You have the tools. We’ll help you use them.