

How to use this book

This *Workbook* helps you to check what you already know, practise what you've learned and challenge yourself to fly higher!

You can work through all of the activities in order or you can dip in and out to brush up your skills or explore in more depth. Use the progress chart opposite to record which skills you've checked and practised. Aim higher by having a go at the questions in the *Skills Test Papers*.

You can check the answers at the back of the book.

What you should be able to do after you complete the skills check and practice questions. You can tick off each one as you can do it.

The title of the topic.

11 Colons, semi-colons and dashes

COLONS, SEMI-COLONS AND DASHES

CAN YOU?

- Use a colon correctly between two clauses, to introduce a list or quotation, or where a character speaks in a playscript.
- Use a semi-colon instead of a full stop to vary sentence length.
- Use a semi-colon to separate items of more than one word in a list.
- Add a dash to create a pause, add suspense or show a change in direction.

The clause following a colon or semi-colon does not need a capital letter.

SKILLS CHECK

A **colon** can be used after a clause and before another clause that explains or gives more detail about the first. For example:

I love all flavours of ice cream: vanilla, strawberry and chocolate are just a few.

A colon can also introduce a list, for example:

For our trip to the seaside we packed the following: towels, swimming costumes, goggles and sun cream.

It can also introduce a quotation or where a character speaks in a playscript. For example:

The witness explained: "The victim was robbed just as he left the bank."

Abraham: Do you bite your thumb at us, sir?

A **semi-colon** can link two closely related sentences instead of a full stop. It can also separate things in a list where the items are longer than one word. For example:

Our pet rabbit is ill; he hasn't eaten for two days.

On holiday, we met Jean from France; Anja from Germany; Spiros from Greece and José from Spain.

A **dash** can be used to show a break or a pause, to add suspense or to show a change of direction in the sentence. For example:

"Which is better – to have laws and agree, or to hunt and kill?"


At last we were out of danger – or were we?

I was certain it was the right decision – only time would tell.

PRACTICE

- Insert a **dash** in the following sentence to show a pause.
We came round the corner and faced the imposing door the question on our lips was: should we open it?
- Insert a **colon** in the following sentence where the second clause gives more detail about the first.
My friend Martha has a variety of qualities she is kind, funny, thoughtful and cheerful.
- Insert a **semi-colon** below to link two closely related sentences.
Dad's car ran out of petrol after ten miles Mum couldn't believe he hadn't filled up before he left!
- The **colon** in the following sentence has been inserted in the incorrect place. Rewrite the sentence correctly.
In my rucksack, I have the following equipment: to boil water and a compass to show me directions.

- Write a sentence containing the following expanded noun phrases, using a **colon** and **semi-colons**.
waterproof coats Wellington boots woolly gloves long, thick scarves



Sticky notes provide tips and reminders.

Complete the practice questions to check your understanding. The questions become more difficult as you go down the page.

Background information on the topic to help you answer the questions.