

Use a colon when introducing a number of items or ideas in a list.

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Use the colon to follow the salutation of a business letter even when addressing someone by his/her first name.

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Use a colon when telling time. Place the colon between the minutes and hour.

Instructions: Fold organizer in half on the dotted line. Cut on the solid lines up to the fold to make three flaps. The colon rules will be on the outside of the organizer. Write examples following each rule on the inside of the organizer.