



Welcome to **WRITE IT RIGHT**, a monthly e-newsletter from Julie Pagliai.

Read on to receive powerful tips for writing success!

WRITING TIPS

Are colons and semicolons driving you crazy?

A colon can be used in many ways, and its usage is quite different than a semicolon's.

Colon ":"

■ Used to connect what precedes it with what follows it (a colon is often used before a list)

Semicolon ";"

■ Used to separate two complete sentences

■ Used to separate three or more phrases that contain commas

Consider these examples:

■ Make sure you bring the training supplies: flip charts, markers, highlighters, pencils and training manuals.

■ This year, Jessica moved into the corner office; she was tired of all the noise around her desk.

■ How can Matt effectively lead our team meetings with all the distractions: the rude, frequent side conversations; the noisy, irritating banging from the construction in the area; and the constant, unrelated questions from Joseph?

Here's a visual trick to help you remember the difference between colons and semicolons.

Colon ":"

■ Picture the two dots stretching out to form an equal sign connecting what follows it with what precedes it

Semicolon ";"

■ Picture a barrier with the comma digging in under the dot separating two sentences or several phrases containing commas

Hopefully, you can now use colons and semicolons with ease.

WHY WRITE IT RIGHT?

The Beauty of Using Simple Words

Using too many complex words can be confusing and cause misunderstandings.

Consider this joke...

A wife asked her husband for a mink coat.

He replied, "Extenuating circumstances coerce me to preclude you from such a bauble of extravagance."

She said, "I don't get it!"

He replied, "That's what I said."

It is much better to **express** your thoughts than to attempt to **impress** your audience! *

If you have a grammar question, conundrum, or, dare I say, joke, send it to jpagliai@ATCtraining.com.

Until next time, WRITE IT RIGHT!

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*Quick Guidelines for Words. Retrieved September 29, 2005 from Maricopa Community College
Web site: <http://www.mc.maricopa.edu/~rchristian/simple.html>

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