

COLONS

Use a **colon** after the **greeting** in a business letter.

To the Chief Financial Officer:

To Whom It May Concern:

Dear Mr. Jones:

Dear Mr. President:

COLONS

Use a **colon** to present **items in a list**.

Today's shopping list: butter, bread, milk, cheese, lettuce, oranges, and peanut butter.

Cars driven by car club members: Fords, Chevrolets, BMWs, Buicks, Hummers, and Minis.

COLONS

Use a **colon** to separate hours from minutes when writing the **time**.

The train left at 4:15 p.m.

The invitation said to come at 11:30 a.m.

My watch says it is 2:13 p.m.