
4:55 Colon, Semicolon, and Hyphen

Directions: Place the colon, semicolon, or hyphen in the appropriate place. Use a colon after the greeting of a business letter and between the hours and minutes in an expression of time. Use a semicolon to join two related sentences. When using the words however or therefore to connect two independent clauses, use a semicolon before the words and a comma after them. Use a hyphen between compound numbers from twenty-one through ninety-nine and in fractions. Use a hyphen to divide words between syllables at the end of a written line. A hyphen is also used in some compound words.

400 Elm Street

Shelbyville, TN 37160

May 22, 2002

Harris Middle School
210 Austin Avenue
Tullahoma, Tennessee 36710

Dear Mr. Saylor

Would you please confirm the date of the HMS conference? Is it 6:15 on January 5th at 6:15 P.M.? We want to be there on time. We wish to discuss our children. It is important to us therefore, please let us know what time you will expect us. We need to confirm that we are number twenty three on your list of parents. We look forward to your reply. Thank you for continued support and for all of your interest you've shown for our child.

Sincerely,

Mr. and Ms. Smith