The Basics: Semicolons and Colons

1. [Independent clause].
2. [Independent clause]: [independent clause].
3. [Independent clause]; therefore, [independent clause].
   however, nevertheless, consequently, furthermore, moreover,
   (and so on, with other conjunctive adverbs)
4. [Independent clause]: A, B, and C.
5. [Independent clause]: [independent clause].
6. [Independent clause]: [phrase].

Commas and Their Wiley Ways

1. [Independent clause], and [independent clause].
   but, for, or, nor, so, yet
2. [Clause, phrase, or word], nonessential clause or phrase, appositive phrase, or word.
3. If [introductory dependent clause], [independent clause].
   Because, Since, When, While, Although, After
   (and so on with other subordinate conjunctions)
4. "___________________________," she said.
   He said, "___________________________.
   "__________," she said, "______________________."