Colons make the statement: note what follows. Whatever information that follows the colon must, in some way, explain, prove, or describe what ever came before it. To properly employ a colon, ensure that the clause that follows the mark is able to stand on its own (unless it is a list). Because whatever comes before the colon must be a complete sentence, your writing after the colon is not required to be.

Example: The Bridgekeeper asked me three questions: what is your name, what is your quest, what is your favorite color.

Semicolon ;

A semicolon can be used to join two related main clauses.

Example: James Left a mess at his desk after he left work; Sarah had to clean it up.

Another way to employ a semicolon to join two related main clauses is to include a conjunctive adverb such as: however, moreover, nevertheless, furthermore, consequently, or thus. Conjunctive adverbs can also be used with a comma.

Example: James left a mess at his desk after he left work; consequently, Sarah had to clean it up.

The simplest way to deal with two independent main clauses is to make two sentences. If the topic of the two sentences are not related, or if one (or both) of the sentences are already long, joining them could make the sentence too long and be a burden on the reader.

One of the most common applications of semicolons is as a substitute for commas in a list in which commas are required for the things listed.

Example: It's as easy as a,b,c; 1,2,3; doe, rae, mi.

3- TENSES

Verbs come in three tenses: past, present, and future. The past is used to describe things that have already happened (e.g., *earlier in the day, yesterday, last week, three years ago*). The present tense is used to describe things that are happening right now, or things that are continuous. The future tense describes things that have yet to happen (e.g., *later, tomorrow, next week, next year, three years from now*).

The following table illustrates the proper use of verb tenses:

Simple Present	Simple Past	Simple Future
I *read* nearly every day.	Last night, I *read* an entire novel.	I *will read* as much as I can this year.

Present Continuous	**Past Continuous**	**Future Continuous**
I *am reading* Tafsir al-Tabari at the moment.	I *was reading* Sahih AL Bukhari last night.	I *will be reading* Biography of the Prophet soon.
Present Perfect	**Past Perfect**	**Future Perfect**
I *have read* so many books I can't keep count.	I *had read* at least 100 books by the time I was twelve.	I *will have read* at least 500 books by the end of the year.
Present Perfect Continuous	**Past Perfect Continuous**	**Future Perfect Continuous**
I *have been reading* since I was four years old.	I *had been reading* for at least a year before my sister learned to read.	I *will have been reading* for at least two hours before dinner tonight.

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sentence structure

4 types of sentence structure

Depending on how you combine clauses, you can create four different types of sentence structure:

- **Simple**: 1 independent clause
- **Compound**: 2 or more independent clauses
- **Complex**:1 independent clause + 1 or more subordinate clauses
- **Compound-Complex**: 2 or more independent clauses + 1 or more subordinate clauses

Note: Sentences are also categorized by their function, i.e., declarative, interrogative, exclamation, and imperative. These are separate from the types of sentence structure (complex, compound, etc.), and the two categories can be mixed and matched.

Simple sentences

Simple sentences are pretty simple: just a single independent clause, no more, no less. This includes subject and verbs, but can also include objects.

"Our true victory is overcoming ourselves to worship God", " Faith is a light from Allah in the hearts of believers".

Compound sentences

A [compound sentence](#) joins together two or more independent clauses into a single sentence. You can connect the independent clauses in two ways:
- Using a comma and a coordinating conjunction
(*for*, *and*, *nor*, *but*, *or*, *yet*, and *so*, known as *FANBOYS*) between the clauses.
- Using a semicolon between the clauses.

"It may seem difficult at first, but everything is difficult at first."—Miyamoto Musashi

"We know they are lying, they know they are lying, they know we know they are lying, we know they know we know they are lying, but they are still lying."—Aleksandr Isayevich Solzhenitsyn

Complex sentences

A complex sentence uses one main independent clause with any number of subordinate clauses. While compound sentences use coordinating conjunctions to join the clauses together, complex sentences use subordinating conjunctions, explained earlier.

If the subordinating clause comes first, use a comma before the independent clause. If the independent clause comes first, you don't need a comma at all.

"When a person can't find a deep sense of meaning, they distract themselves with pleasure."—Viktor Frankl

"It is during our darkest moments that we must focus to see the light."—Aristotle

Compound-complex sentences

As the name suggests, compound-complex sentences combine compound sentences with complex sentences. They require at least two independent clauses and at least one subordinating clause. To combine them, follow the specific grammar rules for each; be sure you're using your coordinating conjunctions and subordinating conjunctions in the right places.

"If you're going to be crazy, you have to get paid for it, or else you're going to be locked up."—Hunter S. Thompson

"Don't aim for success if you want it; just do what you love and believe in, and it will come naturally."—David Frost