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| Grammar Technique | Purpose/Effect*—when do you use it? What kind of pause does it create? How “strong” or noticeable is it? What are the grammar rules?* | Sample Sentence |
| **Colons** | **Pause Type:** STRONG/DRUMROLL  **Purpose(s):** Helps with lists and to create a dramatic conclusion.  **Three Grammar Rules:**  1. It used before you start a list.  2. It can used after an independent clause  3. The information after the colon doesn’t have to be complete (unlike a semi-colon) | She was so weak and pale it was hard to smile at her without feeling guilty: cancer. |
| **FANBOYS Commas:** | **Pause Type:**  **Purpose(s):**  **Three Grammar Rules:**  1.  2.  3. |  |
| **AWUBS Commas** | **Pause Type:**  **Purpose(s):**  **Three Grammar Rules:**  1.  2.  3. |  |
| **Semi-Colons** | **Pause Type:**  **Purpose(s):**  **Three Grammar Rules:**  1.  2.  3. |  |
| **Dashes** | **Pause Type:**  **Purpose(s):**  **Three Grammar Rules:**  1.  2.  3. |  |