

# Hyphens

**15u.** Use a hyphen to divide a word at the end of a line.

**INCORRECT** When the school year ends each summer, I am always ready for a v—  
acation. By the end of summer, I'm ready for school again.

**CORRECT** When the school year ends each summer, I am always ready for a vaca—  
tion. By the end of summer, I'm ready for school again.

**15v.** Use a hyphen with compound numbers from *twenty-one* to *ninety-nine* and with fractions used as modifiers.

**EXAMPLES** twenty-seven votes      two-thirds majority

**15w.** Use a hyphen with the prefixes *ex-*, *self-*, *all-*, and *great-* and with the suffixes *-elect* and *-free*.

**EXAMPLES** ex-player      self-cleaning      wheat-free

**EXERCISE A** On the line following each word, write the word with a hyphen added to show how you would divide the word at the end of a line. If the word cannot be divided, write *DND* for *do not divide*.

**Examples** 1. luggage lug-gage

2. tiny DND

1. rocky \_\_\_\_\_

2. railroad \_\_\_\_\_

3. track \_\_\_\_\_

4. station \_\_\_\_\_

5. through \_\_\_\_\_

6. discount \_\_\_\_\_

7. jumping \_\_\_\_\_

8. seat \_\_\_\_\_

9. overnight \_\_\_\_\_

10. ticket \_\_\_\_\_

**EXERCISE B** In the items below, cross out each number and write above it the spelled-out version. Cross out each word that needs a hyphen, and write above it the correctly hyphenated word.

**Examples** 1. <sup>twenty-five</sup>~~25~~ penguins

2. <sup>self-employed</sup>~~selfemployed~~ writer

3. a <sup>seven-eighths</sup>~~seven eighths~~ response rate

11. sugarf~~ree~~ gelatin

12. a three fourths success rate

13. 39 years

14. ex favorite dessert

15. greatgrandfather clock

16. 52 points

17. governorelect of Montana

18. selfmotivated student

19. all female soccer team

20. one third minority

## Parentheses, Brackets, and Dashes

**15x.** Use parentheses to enclose material that is added to a sentence but is not considered of major importance.

**EXAMPLE** Two thirds of our class (most are athletes) voted for afternoon games.

**15y.** Use brackets to enclose an explanation added to quoted or parenthetical material.

**EXAMPLE** Lucy told us, "I wasn't expecting it [the surprise birthday party] today!"

**15z.** Use a dash to indicate an abrupt break in thought or speech.

**EXAMPLE** It's your turn—even though it *is* your birthday—to do the dishes.

**EXERCISE A** Add parentheses and brackets where they are needed in the following sentences.

**Examples** 1. Shoshanna (Shanna) and I attended the outing together.

2. Shanna said, "Isn't this [the picnic] as much fun as I said it would be?"

1. Read the article the one on page 5 about keeping dogs as pets.
2. Our school's mascot that's Anne's Newfoundland dog won an award for bravery.
3. The dog otherwise known as Newfie once saved a boy from drowning.
4. Anne said, "Newfie Anne's dog has always loved people."
5. We were paddling a canoe it feels as if it happened yesterday the day of our big outing.
6. Nigel fell overboard everyone was scared and shouted for help.
7. Of everyone children, adults, and pets who was there, only our mascot leapt in to save Nigel.
8. Afterward Nigel said, "He Newfie seemed to come out of nowhere!"
9. Newfie happily chewed on his award a rawhide chew toy while Nigel rested.
10. Both of them Nigel and Newfie are doing well.

**EXERCISE B** In the following sentences, draw a caret (^) to show where a dash is needed. Then, write the dash above the caret.

**Example** 1. Would you like my opinion <sup>^</sup>I know you didn't ask for <sup>^</sup>it about a gift?

11. We found the perfect gift Mother will love it to give her on her birthday.
12. I can't believe even though I've seen it that we actually found it.
13. Aren't you surprised I know I am I thought of it first?
14. Let's not tell Dad he won't believe it anyway until she opens the box.
15. Can you keep a secret it's hard to do, I know until next Monday?