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| **Grammar Maters: Teacher’s Notes****Topic: Hyphens** |
| A hyphen is a very short horizontal line between words.Note that there is no space between a hyphen and the character on either side of it.Do not confuse a hyphen (-) with a dash (—), which is longer and used to separate clauses within a sentence.The rules about hyphens are not fixed. The points below are guidelines rather than rules.1. Use a hyphen to join words to show that their meaning is linked in some way:•book-case (or bookcase)•race-horse (or racehorse)•pick-me-up2. Use a hyphen to make compound modifiers **before** nouns:•a blue-eyed boy (but The boy was blue eyed.)•the well-known actor (but The actor is well known.)•their four-year-old son (but Their son is four years old.)3. Use a hyphen with certain prefixes. The prefixes all-, ex-, and self- usually need a hyphen:•all-inclusive•ex-wife•self-controlWhen a prefix comes before a capitalized word, use a hyphen:•non-EnglishWhen a prefix is capitalized, use a hyphen:•A-frame4. Use a hyphen when writing numbers 21 to 99, and fractions:•twenty-one•one hundred and sixty-five•two-thirds5. Use a hyphen to show that a word has been broken at the end of a line (hyphenation):The directors asked for a more conven-ient location.  |

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