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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-up  2. 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-control  When a prefix comes before a capitalized word, use a hyphen:  •non-English  When a prefix is capitalized, use a hyphen:  •A-frame  4. Use a hyphen when writing numbers 21 to 99, and fractions:  •twenty-one  •one hundred and sixty-five  •two-thirds  5. 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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