

HYPHENS AND DASHES

Hyphen- used to join words to indicate that they have a combined meaning or that they are linked in the grammar of a sentence

Dashes- functions almost as a colon does in that it adds to the preceding material, but with extra emphasis.

EXAMPLES

Good Examples of Hyphens:

I bought a 10-foot long fence.
I'm going to visit my mother-in-law.
I need fifty-six copies of this paper.

Bad Example of Hyphens:

I am a real-estate worker.

Good Examples of an En-Dash:

The Civil War occurred from 1861-1865.
The meeting is from 3:30-5:00.
I read pages 43-51.

Bad Examples of an En-Dash:

The score was 24 - 18.

Good Examples of an Em-Dash:

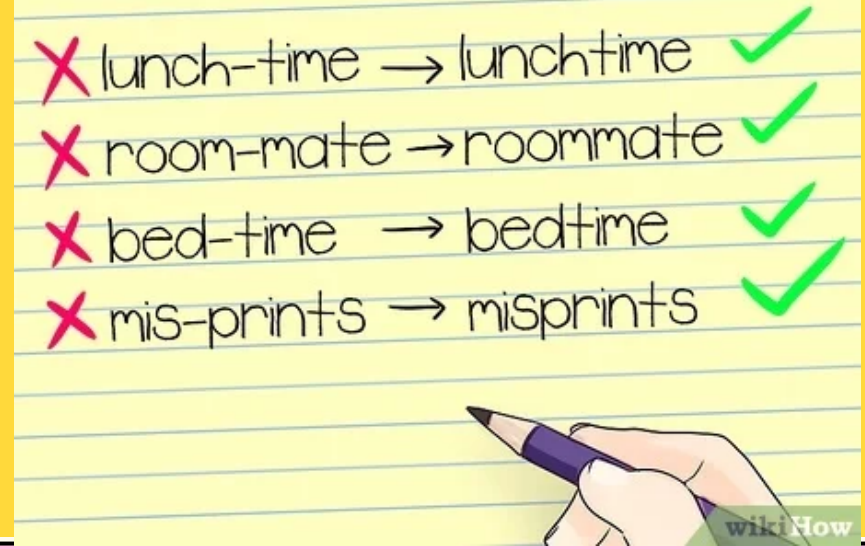
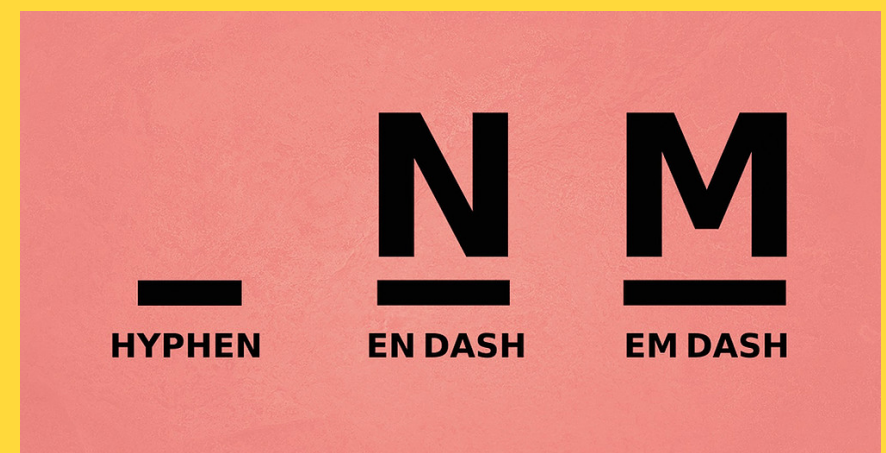
I have to meet my supervisor -Bill Walter- on Monday.

You are the friend -the only friend- who offered to help me.

All three of them -Jen, Lily, and Lexi- did well on the test.

Bad Example of an Em-Dash:

The shirt is purple-green-and blue.



Em- dash/ En-Dash

This is the dash that we normally will use. It is the width of an M, so it is longer than the hyphen. It exemplifies a strong pause, to give emphasis to the words following the pause. You can also use a pair of dashes in place of parentheses. The N dash is the length of an N. and is best used for and can be typically found to indicate dates and numbers.

FUNCTIONS OF HYPHENS

- two nouns to make one complete word
- an adjective and a noun to make a compound word
- two words that, when linked, describe a noun
- a prefix with a noun
- double numbers
- numbers and units describing a noun
- new word blends
- prefixes and suffixes to words, in particular when the writer wants to avoid doubling a vowel or tripling a consonant
- multiple adjectives with the same noun

Sitbon, Jonathan. "Hyphen vs. Dashes: When to Use and How to Type." Content-Writing, 14 Sept. 2020, www.wix.com/wordsmatter/blog/2020/07/hyphen-vs-dashes.

