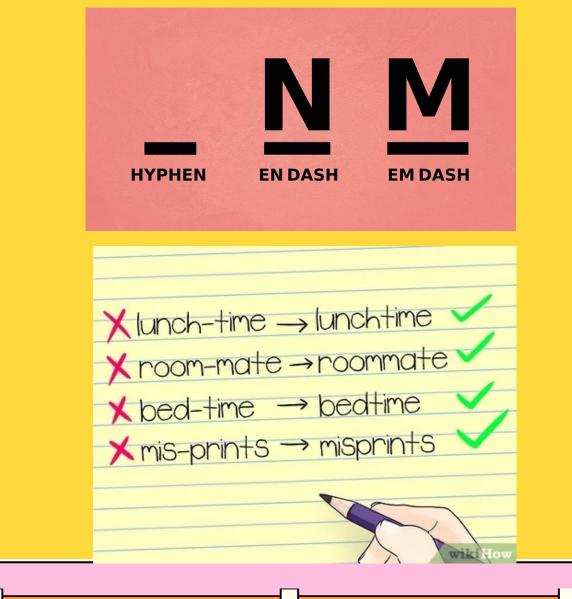# HYPHENS AND DASHES

Hyphen- <u>used to join words</u> 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.

_ N M
HYPHEN   EN DASH   EM DASH

✗ lunch-time → lunchtime ✓
✗ room-mate → roommate ✓
✗ bed-time → bedtime ✓
✗ mis-prints → misprints ✓

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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.

EXAMPLES

Good Examples of Hyphens:

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

Bad Example of Hyphens:

I am a <u>real-estate</u> worker.

Good Examples of an En-Dash:

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

Bad Examples of an En-Dash:

The score was <u>24 - 18.</u>

Good Examples of an Em-Dash:

I have to meet my supervisor<u>-Bill Walter-</u> on Monday.
You are the friend <u>-the only friend-</u> who offered to help me.
All three of them <u>-Jen, Lily, and Lexi-</u> did well on the test.

Bad Example of an Em-Dash:

The shirt is <u>purple-green-and blue.</u>

FUNCTIONS OF HYPENS

– 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