

Hyphens, Dashes, Parentheses, & Brackets

Grammar Mania Monday



Hyphens -

- Use a hyphen if part of a word must be carried over from one line to the next.
 - The word must have at least two syllables in order to be broken.
 - Com-puter
 - Separate the word between syllables.
 - broad-cast
 - You must leave at least two letters on each line.
- Use hyphens in certain **compound words**.
 - A compound word is a combination of two or more words that function as a single unit of meaning.
 - Vice-president
 - Self-reliance
 - Mother-in-law

Hyphens -

- Use hyphens in **compound numbers** from twenty-one through ninety-nine.
 - My sister turned twenty-eight on our grandmother's eighty-second birthday.
- Use hyphens in spelled out fractions.
 - One-third of a cup
- Use hyphens with prefixes and suffixes
 - For prefixes, use a hyphen with ex-, all-, mid-, self-, etc.
 - Ex-husband
 - All-encompassing

Punctuation Mark	Frequency	Meaning
comma	most common	extra information that you don't need to know but is helpful to know
parentheses	use sometimes	extra information that is good to know but isn't necessary
dash	least common	draws attention to the information

Dashes —

- Use dashes to show an abrupt break in thought.
 - Clara Barton--whose nickname was angel of the battlefield--founded the Red Cross.
- Use a dash to set off a word or phrase that is not essential to the main idea in order to **emphasize**.
- Commas or parentheses can also be used in place of dashes. However, they do not provide the same importance or urgency.

Parentheses ()

- Use parentheses to set off material that is loosely related to the rest of the sentence.
 - During the Civil War (1861-1865) she helped keep track of dead soldiers in order to help their families.
- Unlike dashes, parentheses **de-emphasize** material.
- Use for listed items.
 - “Four items are on the agenda for tonight’s meeting: (1) current treasury figures, (2) current membership figures, (3) the budget for renovations, and (4) the campaign for soliciting additional public contributions” (Troyka and Hesse 449).

Brackets []

- In direct quotations, use brackets around inserted words or corrections.
 - Deborah Moore agrees with “current research which shows that **this** takes place in an active environment” (Troyka and Hesse 450).
 - Deborah Moore agrees with “current research which shows that **[successful learning]** takes place in an active environment” (Troyka and Hesse 450).

Group Practice

1. We have to go back to the car I left our tickets there!
2. I will need fifty four stamps.
3. My collection is two thirds complete.
4. I have a well balanced stamp collection.
5. Buying new baseball cards they are usually cheap is something I do quite often.
6. I wear my dirt covered shoes every day, no matter what people tell me.
7. *The Liberator* published from 1835 to 1865 promoted radical anti slavery views.

Individual Practice

1. I have a few thirty two cent stamps.
2. I just got a few new self sealing stamps.
3. My prized baseball card oh no! is missing.
4. Putting together a model no matter how easy it may look always takes time.
5. I'm not sure and neither is Francine if the rollercoaster is worth the long line.
6. The three crayons I grabbed out of the box were green, blue, and red orange.
7. I'm coming to see you don't forget!
8. Basketball games will start up again in mid December.