

Punctuation – Hyphen

Punctuation – The Hyphen

Hyphens join two or more words together.

This is done to avoid confusion or ambiguity.

They do not have spaces before or after them.

Hyphens are used when writing numbers.

Hyphens are used when writing double-barrelled surnames.

Hyphens are use to show a range of values.

Hyphens are use to form compound adjectives.

Hyphen – Examples #1

Hyphens are used when writing numbers.

- There are twenty-four pupils in the class.
- Sixty-three percent of the electorate voted against the incumbent.
- Twenty-two percent voted for the incumbent.
- One hundred and thirty-five people couldn't decide.
- We don't need petrol. The tank is three-quarters full.

Hyphen – Examples #2

Hyphens join two or more words together in order to avoid confusion or ambiguity.

- We work twenty four hour shifts.
- What do they mean?
- Shifts of twenty-four hours?
- Do we work twenty four-hour shifts?
- Or do we work twenty-four hour shifts?

Hyphen – Examples #3

Hyphens are used when writing double-barrelled surnames.

- The father is called John Brown.
- The mother is called Suzi Johnson.
- They kept their names when they married.
- Their child is called Peter Johnson-Brown.

Hyphen – Examples #4

Hyphens are use to show a range of values.

- Please refer to pages 88-92 for further details.
- The office is open Monday-Friday, 9-5.

They are also used when giving results.

- My team won the match 5-3.
- The board voted 6-3 to abandon the project.

Hyphen – Examples #5

Hyphens are use to form compound adjectives.

These can be a combination of adjectives, nouns and quantifiers

- Click the 'x' on the top-right corner to close the application. (adj+adj)
- Do you work part-time or full-time? (adj+noun)
- It's a classic bricks-and-mortar house. (noun+noun)
- Do you have a 2-door or 4-door car? (quant+noun)