**Dashes**

Dashes separate non-essential clauses, phrases, and words from the independent clause and give more emphasis than a comma. Using the dash in most computer software programs involves using the small dash twice and not spacing before or after.

1. **Insert a comment *or* to emphasize material at a sentence’s end and/or explanatory material**
2. Snakes—yikes—have some important ecological functions.
3. The students rallied behind the team—until they realized the team had thrown a game.
4. Business professionals write a variety of documents— persuasive proposals, informational reports, and letters, emails, and memos—that are meant to move the audience to react.

**Hyphens**

Hyphens join words or separate syllables of a word at the end of a sentence.

# **Hyphens with compound words**

1. Compound adjectives – note: do not use a hyphen if the compound adjective follows the noun or if the word is an –ly adverb or adjective.
   1. The well-known author’s new novel has sold poorly.
2. Compound number are hyphenated
   1. There are forty-nine other books on the same subject.
3. Coined compounds – compounds that use words in an unexpected way.
   1. She stood there with an I-don’t-need-anyone-telling-me attitude.
4. Suspended hyphens – for words that share the same base word
   1. Each parent asked him- or herself the same question.
5. **Prefixes and suffixes** are written without hyphens except in the following instances.
6. If the prefix is before a capitalized base word: e.g., un-American
7. If the prefix accompanies a number: e.g., pre-1970
8. Prefixes with “ex”: e.g., ex-husband
9. Prefixes with self or all: e.g., self-aware *or* all-state
10. Prefixes with compound base words: e.g., post-grad work
11. Easily misread words: e.g., re-cover, meaning to “cover again” not recover from illness
12. If the prefix/suffix begins with the same letter that the base word begins or ends with: e.g., anti-inflation *or* troll-like
13. **Divided Words** should only be broken between syllables
14. For already hyphenated words, divide the word at the hyphen: e.g., mass-produced

**Ellipses and the Slash**

**Ellipses** are the three dots (…) that indicate an omission from a quote or passage or a pause.

1. Indicating an Omission:
2. Considering the standard test, Gee wrote, “For example, in one task subjects were given pictures of a hammer, a saw, a log, and a hatchet and asked to say which three go together. Literate were generally willing to say that the hammer, hatchet, and saw go together …, thus grouping the objects on the basis of abstract and meaning” (76).
3. Indicating a pause: Ellipses can be used to indicate time and as a fading away.
4. The young woman held tight to her dying father’s hand and the machine beeped...beeped…beeped, and he sighed, and then he was gone….

**Slashes** typically (a) mark line division in poetry quoted within a running text, (b) indicate a choice, or (c) offer alternatives.

1. Divisions in poetry
2. In Frost’s, poem, “Stopping by Woods on a Snowy Evening,” the events unfold as he describes among other things his horse. He writes: “My little horse must think it queer/ To stop without a farmhouse near/Between the woods and frozen lake.”
3. Offering alternatives:
4. He was faced with an “either/or” problem instead of a “both/and” solution.
5. Indicate a choice
6. Please answer with either T/F.
7. The restrooms are marked m/f.