

### Dashes

Dashes are used in the same way that commas are used as far as separating non-essential clauses, phrases, and words from the independent clause. Dashes 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.

Using the dash to insert a comment

- Snakes—yikes—have some important ecological functions.

Using the dash to emphasize the material at the end of a sentence

- The students rallied behind the team—until they realized the team had thrown a game.

For emphasizing explanatory material

- Business professionals write real documents— persuasive proposals, informational reports, and clear letters, emails, and memos—that are meant to provide a specific function.