

## Hyphens

### LEARN FOUR USES FOR THE HYPHEN

1. Use hyphens to join compound – words that work together to describe a noun. Make sure these words come before, not after, the noun.

#### Hyphenated

*10 – foot pole*  
*executive – training course*  
*Chicago – Los Angeles train*  
*appliance – repair shop*

#### Not hyphenated

*a pole that is 10 feet long*  
*a course to train executives*  
*a train from Chicago to Los Angeles*  
*a shop that repairs appliances*

2. Use hyphens to connect prefixes to capitalized words.

*anti – Communist*  
*pre – Colombian*  
*un – American*

3. Use hyphens to connect prefixes such as *all-*, *ex-*, *post-*, *pro-*, and *self-* to some words.

*all – inclusive*  
*ex – husband*  
*pro – family*  
*self – absorbed*

In many cases, however, prefixes are attached to words without hyphens.

*midterm*  
*online*  
*premarital*  
*postmortem*

4. Use hyphens with two – word numbers from 21 (twenty – one) to 99 (ninety – nine):

*Fifty – five students in the freshmen class are majoring in psychology.*

### Sample Quiz questions:

1. Click on the sentence that uses hyphens correctly.
  - a. Thirty – five employees were honored at the company’s annual awards banquet.
  - b. Thirty five employees were honored at the company’s annual – awards banquet.

- c. Thirty five employees were honored at the company's annual awards banquet.

Answer: a. Thirty – five employees were honored at the company's annual awards banquet.

- 2. Click on the sentence that uses hyphens correctly.
  - a. The fifty – year – old company has begun an ongoing – review of its plant's equipment needs.
  - b. The fifty – year – old company has begun an ongoing review of its plant's equipment needs.
  - c. The fifty year old company has begun an ongoing review of its plant's equipment needs.

Answer: b. The fifty – year – old company has begun an ongoing review of its plant's equipment needs.