
Mini Lesson #3: Hyphen

The **hyphen** is a punctuation mark used to **divide** and to **connect**.

1. Rules for Connecting:

- ✓ Hyphenate numbers from twenty-one to ninety-nine.
- ✓ Hyphenate fractions: one-fourth, three-eighths.
- ✓ Hyphenate two or more words used to as one word (forming a noun or adjective)

father-in-law eighteen-year-old first-rate production

- ✓ In a series of hyphenated words, only state the repeated information once.

The five-, six-, and seven-year old dancers will perform in the same skit.

2. Rules for Dividing: (NB> most style manuals discourage dividing words)

- ✓ Place a hyphen between syllables of words at the end of a sentence if the word is **two** or **more** syllables. Consult a dictionary for syllables, and divide words as evenly as possible.

or-di-nar-y for-tune o-cean-og-ra-phy

- ✓ Place a hyphen only at the hyphen between words in compound words and other words containing hyphens.

house-hold copy-cat water-color

- ✓ Do not divide words of one syllable.
- ✓ Do not separate one letter from the beginning or less than three letters from the end of a word.
- ✓ Do not divide the last word of more than two sentences in a row, the last word of a paragraph, or the last word on a page.