

Name \_\_\_\_\_ **Hyphens and Dashes**

## Using Hyphens

Hyphens are used:

- To divide a word that does not fit in its entirety on a line.  
Split the word between syllables
- To divide the parts of compound words
- To join two or more words that function as a single adjective occurring **before** a noun
- To spell out the written form of fractions and compound numbers from twenty-one to ninety-nine
- With the prefixes all-, ex-, and self-, and with the suffix -elect



NOTE: In a series, suspend the hyphen for each item (first-, second-, and third-class)

**DIRECTIONS:** Rewrite each sentence below, using a hyphen correctly.

1. Jonas Jenkins is the president elect.
2. We found twenty nine errors in the document.
3. My father has the most up to date computer available.
4. Her time worn excuses are getting old.
5. I anticipate thirty six guests at the wedding.
6. Two thirds of the class is home with the flu.