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Using dashes in writing

Did you know there are three types of dashes? Find out what everyone is, find out when using each option and learn how to properly type the most suitable dash for what you are writing. Types of hyphens Example The smallest of the three types of hyphens, a hyphen is used to connect composite words in situations where it is grammatically correct to do so. There are a number of situations where it is appropriate to use a hyphen. Learning the dash rules helps you to use this punctuation sign correctly. Syllabus composite words - Five-year adjectives, Father-suncomPound adjectives (Used before a noun) - Well-oiled machine, Home Office Lefractions (when express) - One third, Three fifths Keyboards for modern computers Have a hyphen key. It is located immediately right of the zero key on the keyboards configured for use in the United States. The Dash Em is the largest of the three types of dashes. An EM dash is used to indicate a break in a sentence or a question. It is used in the same way as a parental expression. Rather than placing brackets around a sentence within a statement, writers can choose to surround the sentence with an EM dash on both ends. The name EM indicates that the hyphen is roughly the size of the letter "m." There are numerous examples of when it would be appropriate to use an EM in writing. The main purpose of this type of Dash is to call special attention to a group of words within a statement or a question. This type of punctuation could indicate that a certain phrase is particularly important or deserve an extra emphasis. As he crossed the stage to receive his degree â€ˆ"the first in his family to graduate in college - he felt a sense of unmistakable realization. After working in the warm afternoon sun, Bob was incredibly tired - exhausted, really â€ˆ"but he knew he couldn't stop me to rest. The use of EM dashes is a great way â€ˆ"one of the best â€ˆ"to provide readers with unique insights in the psyche of a character. Type an EM dash may be a bit of a challenge, since most keyboards do not have a key to this special character. However, there are ways to incorporate this hyphen into your writing. Special character: In some applications, including Word documents and Google Docs, you can insert an EM dash through the Insert menu. In Google Documents, you simply need to select â€ˆ"Special Persons", then search the EM dashboard. In Word, you must choose â€ˆ"emore symbols "Before you can select â€ˆ" Special characters ". Autoformatting - Some text processing programs have automatic formatting functions that will convert two indents into a Dash Em.Two dashes between two words, without typing a space between no word. Google Docs doesn't. Unicode: Some applications will allow you to create an unicode dash using Unicode. To create an EM dash in this way, use 2014 + ALT + X (Type 2014, then press the ALT key and hold it down while you hit the X X then release both keys at the same time). This works in Microsoft Word but not Google Docs. The dash en is slightly larger than a dash and slightly smaller than a dash. The name en indicates that the hyphen is approximately the size of the letter "n." It is most commonly used to punctuate a range of numbers (dates or quantitative values), acting in place of words a or through in the drawing of a comparison. There are a number of situations where it is appropriate to use a written en dash. He worked here from 2015 to 2019. The final score was 14-10. The final exam covers chapters 1-10. As with the em dash, modern keyboards do not provide a dash button. There are a few ways to work this punctuation in your handwriting.Special Character - Just like with the em dash, some programs allow you to insert a dash through the input menu. In Google Docs, you'll just need to choose "special characters", then search en dash. In Word, you will first need to select â€ˆ"more symbols before you are able to choose â€ˆ"special characters.â€ˆ" Unicode - As with the em dash, depending on which program you are using you may be able to create a dash with unicode. To create a hook like this, use 2013+Alt+x (Type 2013, then press the Alt key and keep holding down while you press the x key. Release both keys at the same time). This works in Microsoft Word but not Google Docs. When you look at each of the three separate types of strokes, they don't really look different from each other. However, when you see them arranged together in a graph, it's a little easier to recognize how they differ. Dash TypeDash Stylehyphen-em dashâ€ˆ"en dash M.A. Communication This issue explains the most common uses of three types of punctuation: semicolons (;), colon (:), and dashes (â€ˆ). After reading the delivery, you will be better able to decide when to use these punctuation forms in your own writing. Semicolons The semicolon looks like a comma with a period above it, and this can be a good way to remember what it does. A semicolon creates more separation between thoughts than a comma, but less than a period. Here are the two most common uses of the semicolon: 1. To help separate items in a list, when some of these items already contain commas. Let's look at an example, how this is the easiest way to understand this use of the semicolon. Suppose I want to list three items I bought at the grocery store: Apple grape pears In one sentence, I would like to separate these items with commas: I bought apples, grapes and pears. Now suppose that the three items I want to list are described in sentences that already contain a few commas: shiny, ripe small apples, sweet, juicy grape pears If I use commas to separate these items, my phrase So: I bought apples shiny, ripe, small, sweet, juicy, and solid pears. That middle part is a bit confusing â€ˆ"doesn't give the reader a lot of visual cues about how many are in the list or on which words they should be grouped together. That's where the semicolon can help. The commas between the items can be â€ˆ"â€ˆ"bumped up" a notch and has turned into a comma, so readers can easily tell how many items are in the list and what words go together: I bought shiny ripe apples; Small, sweet and juicy grapes; and firm pears. 2. To join two sentences. An independent clause is a group of words that can stand alone (independently) - it is a complete sentence. The semicolon can be used between two independent clauses. The semicolon keeps the clauses somewhat separate, like a period would, so we can easily tell which ideas belong to which clause. But it also suggests that there may be a close relationship between the two clauses "closer than you would expect if there was a period between them. Let's look at some examples. Here are some nice stand-alone clauses, standing on their own as complete sentences: today I went to the grocery store. I bought a lot of fruit. Apples, grapes and pears were on sale. Now... where could the medicliti points fit here? They could be used to join two (but not all three) of the independent clauses together. So one of these sentences would be okay: I went to the grocery store today; I bought a lot of fruit. Apples, grapes and pears were all for sale. Or I went to the grocery store today. I bought a lot of fruit; Apples, grapes and pears were all for sale. I couldn't do it: I went to the grocery store today; I bought a lot of fruit; Apples, grapes and pears were all for sale. But why would I want to use a semicolon here, anyway? One reason might have to do with style: the three short sentences are a moving or brusque sound. A stronger reason might be if I wanted to emphasize a relationship between two of the sentences. If I log it â€ˆ"â€ˆ" I bought a ton of fruit ... and â€ˆ"â€ˆ" All the grapes, and pears were all for sale ... Readers may realize that the reason I bought so many fruits is that there was a Big Sale on it. Colons points follow independent clauses (clauses that could stand alone as sentences) and can be used to present an explanation, draw attention to something, or put ideas together. Common Uses of Settlers 1. Announce, introduce or direct attention to a list, a nominal phrase or a name, a quotation or an example/explanation. You can use a colon to draw attention to many things in your writing. The categories listed below often overlap, so don't worry too much if your intended colon use fits perfectly into a category. Listings / Example of series: We covered many of the basics in our writing class: grammar, punctuation, style and voice. / sentence nominal example: my roommate gave me the things I needed more: company and tranquility. Example of quote: Shakespeare said it's better: â€ˆ"â€ˆ" - "For yourself Be True.â€ˆ"â€ˆ" - Example / Explanation Example: Many graduate students discover that there is a dark side at the Academy: late nights, high EAA stress addiction to caffeine-containing drinks. 2. To join sentences. You can use a period to connect two sentences when the second sentence summarizes, sharpens or explains the first sentence. Both sentences should be complete and their contents should be closely related. Note that if you use the colon too often in this way, it can interrupt the flow of your writing. So don't get carried away by your settlers! Example: Life is like a puzzle: half the fun is trying to solve it. 3. Express time, in titles, and as part of other writing conventions. The two dots appear in different standard or conventional places in writing. Here are some examples: With numbers. Colonists are used to separate units of time (4:45:00 expresses four hours, forty-five minutes, and zero seconds); reports (2:1); and the Bible verses and chapters (Matthew 2:24). In the bibliographical entries. Many citation styles use the colon to separate information in bibliography entries. Example: Kurlansky, M. (2002). Salt: A history of the world. New York, NY: Walker and Co. With subtitles. Dots are used to separate titles from subtitles. Example: Everest: The Last Frontier After the greeting in a formal business letter. The colon can be used immediately after the greeting in a formal letter (less formal letters tend to use a comma in this position). Example: Who may be interested: Accept my application for the position advertised in the News and Observer. Common Errors of the Colon 1. Use a period between a verb and its object or complement Example (incorrect):The best peaches are: those grown in the great state of Georgia. To correct this, simply remove the colon. 2. Use a period between a preposition and its object Example (incorrect): My favorite cake is made of: carrots, flour, butter, eggs and cheese icing. To correct this, simply remove the colon. 3. Use a period after "like", "included", "especially" and similar phrases. This violates the rule that the material preceding the colon must be a complete thought. Look, for example, at the following sentence: Example (incorrect): There are many different types of paper, including: college standard paper, broad standard paper, and regular copy paper. You can see that "there are many different types of paper, including" it's not a complete sentence. The colon simply needs to be removed. How to check for errors Ask yourself a question: does the material preceding the colon stand alone? One way to tell if the colon has been used correctly is to look only at the words that come in front of the colon. Do they have a full thought? Otherwise, you may use your colon improperly. Check above to see if you've made one of the most common mistakes. Should you capitalize the first letter after the colon? Different styles of citation (as MLA, Chicago and AMA) have slightly different rules regarding whether to uphide the first letter after the two points. If it is important to follow one of these styles with precision, make sure to use the IL manual to search for the rule. Here's our suggestion: Generally, the first word following the colon should be lowercase if the words following the colon form a dependent clause (i.e. if they cannot stand alone as a complete sentence). If the following sentence is a full (independent) clause, you can choose to capitalize it or not. Whichever approach you choose, make sure you are consistent throughout your article. Example with a stand-alone clause, showing two different approaches to capitalization: The commercials had only one message: geeks will inherit the land. (correct) The commercials had only one message: geeks will inherit the land. (correct) Example with a dependent clause (which is not capitalized): There are three perfect moments to smile: when I'm with friends, when I'm alone, and when I'm with my dog. (correct) Dashes The first thing to know when talking about dashes is that they are almost never required by the laws of grammar and punctuation. Excessive use of hyphens can disrupt the flow of your writing, making it irregular or even difficult to follow, so don't overdo it. It is also important to distinguish between hyphens and hyphens. Dashes are shorter lines (-); they are most often used to show connections between words that work as units (for example, you might see adjectives such as "well-intentioned") or to spell certain words (such as "e-mail"). With this basic information in mind, let's take a look at some ways to put dashes to work in writing. 1. To put the emphasis on the material. Think of hyphens as the opposite of parentheses. If the brackets indicate that the reader should place less emphasis on the material included, the dashes indicate that the reader should pay more attention to the material between the dashes. The dashes add the whisper of dramatic parentheses. Dashes can be used for emphasis in several ways: A single dash can emphasize the material at the beginning or end of a sentence. Example: After eighty years of dreams, the old man realized it was time to finally revisit the land of his youth - Ireland. Example: "The Office", a harmless TV show or a dangerously subversive guide to crime in the workplace? Two hyphens can emphasize the material in the middle of a sentence. Some style and grammar guides also allow you to write a full sentence inside the dashes. Example: Everything I saw in my new neighborhood, from pretty elms to majestic brick buildings, reminded me of my alma mater. Example (full sentence): Students "over eighteen years old" lined up in the streets to vote for presidential candidates. Two indents can underline a modifier. Words or phrases describing a can be set with hyphens if you want to underline them. Example: The fairgrounds, cold and damp in the October rain, were deserted. Example: Nettie... had a tall chin... walked out in the storm. 2. Indicate the introductory sentences or conclusions. You... You... sometimes use a dash to help readers understand that certain words are meant as the introduction or conclusion of the sentence. Example: Books, paper, pencils... many students didn't even have the simplest tools to learn in 19th century America. Example: To improve their health, Americans should critically examine foods they eat "fast food", fat fried foods, junk foods, and sugary snacks. 3. To mark "bonus phrases".Phrases that add information or clarify but are not necessary for the meaning of a sentence are usually marked with commas. But when the sentence itself already contains one or more commas, hyphens can help readers understand the sentence. Slightly confused example with commas: Even the simplest tasks, washing, dressing and going to work, were almost impossible after I broke my leg. A better example with hyphens: Even the simplest tasks, washing, dressing and going to work, were almost impossible after I broke my leg.4. To interrupt the dialogue. In written dialogues, if a speaker suddenly or abruptly stops speaking, hesitates to speak, or is interrupted by another speaker, a dash can indicate the pause or interruption. Example: "I don't know what you're talking about", denied to the politician. Example: Mimi began to explain herself, saying, "I was thinking" "I don't care what you were thinking", Rodolpho interrupted. We hope this pantry has helped you to better understand the periods, semicolon and dashes! For more information on punctuation, be sure to check our commas pantry. 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