

Punctuation: The Hyphen -

1. Use a hyphen when writing numbers from twenty-one to ninety-nine. Also, use hyphens when writing fractions.
Examples: There were eighty-seven people in the small room.
One-third of the group was left-handed.
2. Use hyphens when writing the time.
Example: We left at twelve-thirty but didn't arrive until three-thirty.
3. Hyphenate all words with the prefixes "self", "all", "well" and "ex" (when "ex" means former) and also with suffixes "elect" and "designate".
Examples: His ex-partner bought the company.
Bob is self-employed.
4. Use hyphens in some compound words that indicate family relationships.
Examples: Sister-in-law
-but no hyphen is used with grandmother, grandchildren or stepfather.

Insert HYPHENS in the appropriate places in these sentences.

1. Only twenty two students answered three quarters of the essay questions on the final test.
2. The president elect thanked everyone for his/her contributions to the campaign.
3. My father in law and my grandmother were unable to attend the ceremony due to illness.
4. I was tired at work today because I hadn't gone to bed until one thirty.
5. She was well prepared for the presentation.
6. The business man sued his ex partner over misuse of company money.
7. Two thirds of the group wanted to go to the beach instead of the museum.
8. There will be thirty one guests arriving for dinner at eight thirty.
9. The gymnast completed a well executed dismount to win the competition.
10. Please include a self addressed envelope with your application form so that we can mail you a reply.