

RULES FOR OTHER PUNCTUATION WITHIN SENTENCES

(**NOTE:** The following rules have been adapted from:
www.kimskorner4teachertalk.com/writing/sixtrait/conventions/punctuation.html)

ELLIPSIS

- RULE 1: Use an ellipsis to indicate a pause.
- RULE 2: Use an ellipsis to indicate omitted words in a quotation.
- RULE 3: If the ellipsis comes at the end of your sentence, you still need end punctuation, even if it is a period.

HYPHEN

- RULE 1: Use a hyphen in compound numbers from twenty-one to ninety-nine.
- RULE 2: Use a hyphen between the numbers in a fraction.
- RULE 3: Use a hyphen to form some compound words, especially compound adjectives that appear for the nouns they modify.
- RULE 4: Use a hyphen to join a capital letter to a word.
- RULE 5: Use a hyphen to show a family relationship, except "grand" and "half."

DASH

- RULE 1: Use a pair of dashes to indicate a sudden interruption in a sentence. (One handwritten dash is twice as long as a hyphen. One typewritten dash is one hyphen followed by another.)
- RULE 2: Use a dash to attach an afterthought to an already complete sentence.