

# PUNCTUATION

## — Hyphen and Dash —

**Hyphens** are used to link compound words like:

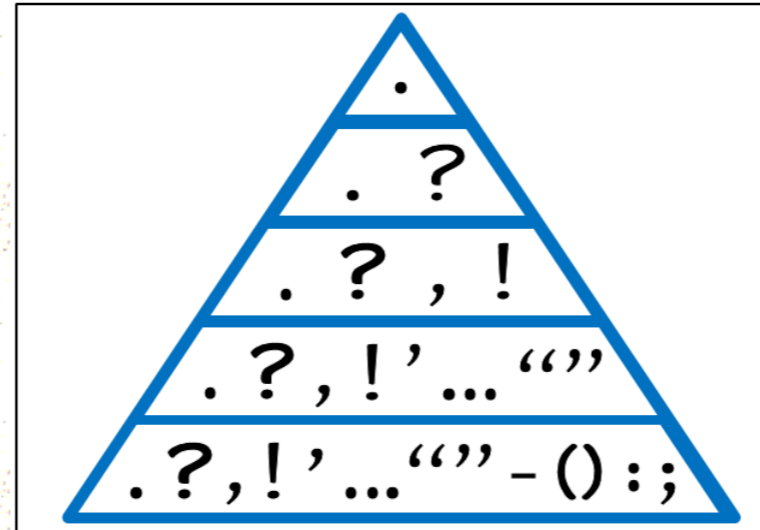
- ❖ X-ray
- ❖ Vice-president
- ❖ Brother-in-law

### Dashes

A dash is often used as an informal version of a semi colon or to replace 'and' or 'but'.

*'I explained it all carefully – he didn't listen.'*

A dash creates a brief pause before a writer adds some extra information. It is longer than a hyphen.



## Brackets ( )

Brackets are a very common way of adding extra information to a sentence.

- ❖ Copper sulfate crystals are always a bright blue colour **(at least when hydrated)**.
- ❖ "She **(Lucy)** never called back."
- ❖ Charles Dickens **(1812-1870)** was the most popular author of the Victorian era.

## ⋮ Colon

A colon is used to introduce things: ideas, items in a list, a quotation or an explanation.

A colon can also be used between a statement and an explanation of the statement.

A colon can also be used between two halves of a sentence, balancing the two halves.

- ❖ There were many things she felt that day: hope, joy, and a sense of belonging. **Introducing a list**
- ❖ There is one thing I hate in this world: jealousy. **Delivers an answer**

## Semi-Colon ;

Semi colons add extra information to a sentence or shows the difference between two things.

**Add extra information**

- ❖ The man stood on the hill; he looked happy.
- ❖ I am here; you are over there. **Showing a difference.**

A semi colon can be used to separate main clauses in a compound sentence. It often replaces *and* or *but*.

Semi-colons can also be used to punctuate lists of long items (instead of commas).

## Ellipsis ...

Ellipsis consists of **three dots** indicating missing words or phrases which are often unnecessary or predictable.

### Informal writing

In informal writing, an ellipsis can be used to represent a trailing off of thought or to indicate hesitation.

**'If only she had . . . Oh, it doesn't matter now.'**

### Formal Writing

They can be used in quotations without changing the meaning or mis-quoting.

**"There is no way we can reach the summit before nightfall. This blizzard will prevent us seeing where we're going and we're only half way up!"**

Can be reduced to:

**"There is no way we can reach the summit before nightfall ... we're only half way up!"**

Ellipsis can also be used like this:

Frankie waved to Ivana and ~~she~~ watched her drive away.  
She did it because she wanted to ~~do~~ it.