

Punctuation, everything we didn't
do yet

! ? - — — () [' /

Hyphens – Compound Nouns

- Either two words, one word, or hyphenated.
 - Look it up in the dictionary.
 - If not found, the noun is two words.
- Examples
 - *eyewitness, eye shadow, eye-opener*

Hyphens – Compound Verbs

- Either one word or hyphenated.
 - Look it up in the dictionary.
 - If not found, hyphenate it.
- Example
 - *To **air-condition** the house will be costly.*

Hyphens – Compound Adjectives

- Adjective = תואר השם
- If comes before noun, then it is usually hyphenated.
 - *friendly-looking man*
- If you can put “and” between the two words, don’t hyphenate.
 - *friendly little girl*

Hyphens – Compound Adverbs

- Adverbs = תואר הפועל
- If before noun and not ending with –ly, then hyphenate.
 - *He got a **much-needed** haircut yesterday.*
- After the noun, don't.
 - *His haircut was **much needed**.*

Hyphens – Numbers

- Hyphenate all number between 21 and 99
 - That is, twenty-one to ninety-nine
- Hyphenate all fractions
 - One-third

Hyphens – Prefixes

- The current trend is not to use hyphens when possible.
- Hyphen prefix before proper noun (a noun representing a unique entity)
 - Non-German
- When the prefix word forms double *i* or *a*
 - Semi-invalid
- When forms double *e* or *o* – don't hyphen (usually).

Hyphens – Specific Prefixes

- Self
 - Hyphenate, except for selfish and selfless
- Ex
 - Hyphenate
- Re
 - Don't hyphenate, unless there will be a confusion.
 - *I must re-press the shirt.*

En Dash

- Used for periods of time (replaces “*to*”)
 - January–June
 - 2000–2001
- En dash = –
- Hyphen = -
- To type: ALT + 0150

Em Dash

- Some say:
 - “Rarely used in formal writing.”
- Nachum says it is used.
- May replace commas, semicolons, colons, and parentheses.
 - *I pay the bills—he has all the fun.*
- To type: ALT + 0151

Dashes – Width

- Em dash = —
- En dash = –
- Hyphen = -

Question Mark ?

- Do you understand?
 - Use a question mark only after a direct question
- Pretty simple, isn't it?
 - Use a question mark when a sentence is half statement and half question.

Exclamation Points !

- Use the exclamation point to show emphasis or surprise.
- Do not use the exclamation point in formal business writing !!!!!

Parenthesis ()

- Enclose words or figures that clarify or are used as an aside.
 - Sometimes can be replaced with commas or Em dashes.
- Enclose letters or numbers when listing items.
 - (1) Item (2) Item... (a) Item (b) Item...
- (If the parenthesis contains a full sentence, the period goes inside.)

Square Brackets []

- When you wish to insert a clarifying word or phrase into a quotation.
 - "[P.D. James' fictional detective] Dalgleish is both a poet and a policeman."
- When changing upper-case to lower-case (and vice versa) in a quote
 - "[O]nly those who have never tried i ..."
 - In technical writing we should capitalized the O without brackets.
- To mark a mistake in the original quotation.
 - "seen [sic] him leave the house."
 - We usually should fix the mistake without [sic]ing it.

Slash /

- Separate alternatives
 - Each candidate must bring his/her card.
 - Usually you should not use it in formal writing.
- Represent the word *per* in units
 - Light travels at 300,000 km/sec
- Fractions
- Writing abbreviations (c/o = care of)
- Separates lines in poetry

Apostrophes

- To form possessives of nouns.
 - The boy's hat
- To show the omission of letters.
 - Don't = do not
- To indicate plurals of lowercase letters
 - Three p's (vs three Ps)

Apostrophes - Possessives

- Add 's to:
 - The singular form of the word
 - James's hat (* see details rules for the case where the word ends in -s)
 - The plural forms that do not end in -s
 - The children's game
 - The end of compound words
 - my brother-in-law's money
 - The last noun to show joint possession of an object
 - Todd and Anne's apartment
- Add ' to the end of plural that end in –s
 - The countries' laws

Apostrophes – Possessives

- The singular form of a word ends in –s
 - Although names ending in s or an s sound are not required to have the second s added in possessive form, it is preferred.
 - Don't add s for name of two or more syllables that ends in an "eez" sound.
 - For example: Xerxes'

Apostrophes - Showing omission of letters

- don't = do not
I'm = I am
he'll = he will
who's = who is
could've = could have
'60 = 1960
- **It's** ∈ { **it is, it has** }
- Used in informal writing

Apostrophes - plurals of lowercase letters

- Three p's.
 - You can also write *ps*
- Three Ps.

Apostrophes – Don't use

- Possessive pronouns
 - His, her, its, my, yours, ours etc.
 - His book / yours book
 - One's book / anybody's book
- Use *whose* instead of *who's*
 - Whose dog is this?

Thank you