

Punctuation:

Using dashes, hyphens and brackets.

Dashes (--)

Dashes are used in creative writing but should be avoided in formal writing.

Eg. I love punctuation -- don't you?

Hyphens (-)

Hyphens do, however, have a place in formal writing. They

- **join compound nouns**

Eg. mother-in-law, great-grandmother

- **follow prefixes such as 'ex' and 'non'**

Eg. Ex-convict, non-verbal, non-compliant

- **join compound numbers**

Eg. Twenty-one, one-half

- **join a letter or number to a word**

Eg. t-shirt, 4-star hotel, T-bone steak

Brackets ()

Brackets (also called parentheses) are used to enclose or add a phrase,

- often with qualifying information

Eg. Seminars (also referred to as tutorials) are held weekly, or

- information that doesn't really fit into the flow of the sentence but that you want to include nonetheless.

Eg. John Short (we usually refer to him as Little John) has finally received his degree.

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