

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. A horizontal line is drawn across the page, approximately one-third of the way down from the top. The text is centered on the page, below the line.

**Putting Hyphens
into
Unit Modifiers**

Unit Modifiers

**Before doing these exercises,
review the list of common word-
choice errors in the University of
Minnesota's style manual.**

Unit Modifiers

1. **Your memo was first rate.**

Unit Modifiers

1. Your memo was first rate.

Unit Modifiers

- 2. Your first rate memo helped persuade the board to support our proposal.**

Unit Modifiers

2. Your first-rate memo helped persuade the board to support our proposal.

Unit Modifiers

- 3. Before Susan can submit her second year end report, she must finish editing her first year end report.**

Unit Modifiers

3. Before Susan can submit her second year-end report, she must finish editing her first year end report.

Unit Modifiers

3. Before Susan can submit her second year-end report, she must finish editing her first year-end report.

Unit Modifiers

4. **Carol Bly is a well known
Minnesota author.**

Unit Modifiers

4. Carol Bly is a well-known
Minnesota author.

Unit Modifiers

- 5. Tom Clancy is a very well known author who tried to buy the Minnesota Vikings.**

Unit Modifiers

5. Tom Clancy is a very well known author who tried to buy the Minnesota Vikings.

Unit Modifiers

- 6. Our CEO asked us to form a five or six member committee to resolve the problems caused by the worker devised and executed plan.**

Unit Modifiers

6. Our CEO asked us to form a five-
or six member committee to
resolve the problems caused by the
worker devised and executed
plan.

Unit Modifiers

6. Our CEO asked us to form a five-
or six-member committee to
resolve the problems caused by the
worker devised and executed
plan.

Unit Modifiers

6. Our CEO asked us to form a five-
or six-member committee to
resolve the problems caused by the
worker-devised and executed
plan.

Unit Modifiers

6. Our CEO asked us to form a five-
or six-member committee to
resolve the problems caused by the
worker-devised and -executed
plan.

Unit Modifiers

- 7. Despite long term trends toward greater equity, women continue to work as lower paid managers than men.**

Unit Modifiers

7. Despite long-term trends toward greater equity, women continue to work as lower paid managers than men.

Unit Modifiers

7. Despite long-term trends toward greater equity, women continue to work as lower paid managers than men.

Unit Modifiers

**8. The mysterious symptoms of
four high school students
confounded the team of well
known health care professionals.**

Unit Modifiers

8. The mysterious symptoms of four high school students confounded the team of well known health care professionals.

Unit Modifiers

8. The mysterious symptoms of four high school students confounded the team of well-known health care professionals.

Unit Modifiers

8. The mysterious symptoms of

four high school students

confounded the team of well-

known healthcare professionals.

Unit Modifiers

- 9. The better known health care professionals, however, correctly diagnosed the illness.**

Unit Modifiers

9. The better known health care professionals, however, correctly diagnosed the illness.

Unit Modifiers

9. The better known healthcare

professionals, however, correctly

diagnosed the illness.

Unit Modifiers

10. The greatly extended deadlines improved the short term morale of the workers.

Unit Modifiers

10. The greatly extended deadlines improved the short term morale of the workers.

Unit Modifiers

10. The greatly extended deadlines improved the short-term morale of the workers.

Unit Modifiers

Two examples of why hyphens are
not just for English majors.

Example No. 1

**A cross-section of the public
objected to every initiative.**

Example No. 1

**A cross section of the public
objected to every initiative.**



Example No. 2

**The pickled-herring merchant
joked with his customers.**

Example No. 2

**The pickled herring merchant
joked with his customers.**