


Use the **right arrow key** on your keyboard to advance slides.

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# Putting Hyphens into Unit Modifiers



**Review eight rules for using hyphens and read these columns before adding hyphens where they are needed in the following sentences.**

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The page is mostly blank, with a horizontal line near the top. The text "Some sentences require no hyphens." is written in a bold, dark red font in the center of the page.

**Some sentences require no  
hyphens.**

A spiral-bound notebook with a brown cover and a white page. The spiral binding is on the left side. The word "Ready?" is written in the center of the page in a bold, red, sans-serif font.

**Ready?**

# Unit Modifiers

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

# Unit Modifiers

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1. Your memo was first rate.

# Unit Modifiers

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

# Unit Modifiers

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



# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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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

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

# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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



# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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8. The mysterious symptoms of

four high school students

confounded the team of well-

known healthcare professionals.

# Unit Modifiers

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

# Unit Modifiers

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

# Unit Modifiers

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9. The better known healthcare

professionals, however, correctly

diagnosed the illness.

# Unit Modifiers

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

# Unit Modifiers

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



# Unit Modifiers

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

# Unit Modifiers

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

# Example No. 1

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

# Example No. 1

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



# Example No. 2

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

# Example No. 2

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