



**UMESH  
RAUT**

**VATSALA  
YASHWANT**

**Travel Institute &  
Delhi Travel Guide**

## **PUNCTUATION**

### **HYPHEN (-)**

***It is used:***

- 1. With compound number from twenty-one to ninety-nine -> thirty-seven or fifty-nine or eighty-one***
- 2. In writing compound words -> sister-in-law or maid-servant or passer-by***
- 3. In compound adjectives -> a two-storye house or ready-to-wear garments***

***Example:***

- 1. You should wear a helment while driving a motor - bike.***
- 2. These are ready - to - wear garments.***
- 3. Inter - school hockey tournament will begin next Monday.***
- 4. The Education Minister of our state presided over the prize - distribution function.***
- 5. My uncle is legal advisor to Frick India Ltd which deals in air - conditioning plants.***