

English Punctuation

Hyphens and Dashes
(En rule and Em rule)

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Hyphen

→ Used in compound words or to divide a word at the end of a line.

Example: *Our company has a hard-working team at your disposal.*



En rule

- The En rule or En dash is used to highlight non-essential information in a sentence.

Example: *Our products – home decor and bed linen – always follow the latest trends of the season.*

- It's also added between words of equal importance.

Example: *If you take the Lisbon–Porto train, you can work while you travel.*

En rule

→ It's used in ranges.

Example: *The project will take 3–6 months to be completed.*

→ Shortcut in Word:

Windows – Ctr + - (numerical keypad)

Mac – Option + -



Em rule

→ The Em rule or Em dash is used to set off additional information.

Example: *Our products—home decor and bed linen—always follow the latest trends of the season.*



Em rule

→ Shortcut in Word:

Windows – Alt Gr + -
(numerical keypad)

Mac – Option + Shift + -



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