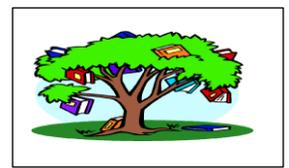


# Toward Better Literacy: Reference Outlines



## Other Punctuation

### Dash

*As a rule, put spaces between a dash and the word; a hyphen does not need a space.*

- ✦ To form a hyphenated word
  - The gun-slinger
- ✦ To set off an emphasized word
  - Many onlookers - friends of both sides - could tell their version of the fight.
- ✦ As a fourth means to separate independent clauses
  - No one could control the Earps – they were the ones in control.
- ✦ As a way to “enjamb” a sentence
  - This is to continue a word when the line runs out of room, and is used for rhetorical effect in literature, especially poetry.
- ✦ To set off a non-essential appositive, especially when it contains commas.
  - Four men - Wyatt, Virgil, Morgan and Doc - made their way to the OK Corral.
- ✦ A mark of interruption to signal an insertion or break
  - For tone: The meeting - if you can call it that- involved guns.
- ✦ To conclude an explanation:
  - The episode defined the West - it would never be the same.
- ✦ For concluding series:
  - The gang was laid low - Mike, Billy, and the McLowery’s.
- ✦ To emphasize
  - Dodge City- the real Dodge City - was good for families, according to Bessie.
- ✦ For hesitation in dialogue
  - “Seems like when Kate and I get to disagreein’ - we start to kill each other.
- ✦ To introduce a series:
  - This was the West - drinking, gambling, rustling and riding.
- ✦ Like a parenthesis
  - Every lawman loves peace – peace at any price?
- ✦ For unfinished thoughts:
  - We all thought they drew first, but —

### Parenthesis or Brackets ( )

- ✦ To put something supplemental off to the side. Removing these words would not change the sentence.
  - I thought about her all the time (she really captured my attention in the show).

### Ellipsis ....

- ✦ To shorten a quote and exclude extra words
  - An outlaw faced justice and had to reckon... the law had a long arm.

### Forward Slash /

- ✦ A forward slash is used in place of “or”
  - The cowboy/trail hand had a lot of time to think in his solitude.

### Exclamation Point !

- ✦ Who doesn’t know how to use this!! Especially in an election year!!!