

Hyphenation in Line Breaks

When writing a document, it is often necessary to break a word at the end of a line. Sometimes this is because the typed document is right-justified, meaning the text ends evenly on the right margin. Without breaking words, the word spacing on a line may be excessive. It may also be necessary to break a word because of the large gap that would be left at the end of the line if the word remained intact.

To signal a break in a word at the end of the line, writers use a hyphen. The word is broken between two syllables.

Example: sheltering **Hyphenated:** shel- tering or shelter- ing

Some rules that apply to line break hyphenation:

A Do not break a word where only two letters will be on the following line.	Correct: care- fully Incorrect: careful- ly
B For words ending in -ing that have an added consonant, break the word between the double consonants:	Example: running run- ning or betting bet- ting
C If the word already has a hyphen, break only at the hyphen.	Example: post-war post- war
D Divide words with a prefix after the prefix; divide words with a suffix before the suffix.	Example: uncertain un - certain happiness happi- ness

Write the correct hyphenation line break for each word below. Remember to include a hyphen.

Word	first line	second line
1) wonderful	_____	_____
2) comments	_____	_____
3) forcefully	_____	_____
4) exhausted	_____	_____
5) management	_____	_____
6) calling	_____	_____
7) champion	_____	_____
8) planning	_____	_____
9) telephone	_____	_____
10) pre-Columbian	_____	_____

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5) management	manage-	ment
6) calling	call-	ing
7) champion	champ-	ion
8) planning	plan-	ning
9) telephone	tele-	phone
10) pre-Columbian	pre-	Columbian