



GRAMMAR QUIZ:

Dashes & Hyphens - Advanced Level

OK, you've worked through beginner and intermediate levels. Are you ready to call yourself a master of the Em dash, En dash, and hyphen?

Reminder: This is based on Chicago Manual of Style

1. Which punctuation should be used in this sentence?
"The meeting is scheduled for June 15 _ July 20."
a) Hyphen (-)
b) En dash (–)
c) Em dash (—)
2. Choose the correct punctuation for this compound modifier:
"We signed a __ term contract with the client."
a) Hyphen
b) En dash
c) Em dash
3. Which marks the best use of an em dash?
a) "Our CEO—who joined last year—is leading the project."
b) "The CEO – who joined last year – is leading the project."
c) "Our CEO - who joined last year - is leading the project."
4. Which is correct for a phone number range?
a) 555-1234-555-5678
b) 555-1234–555-5678
c) 555-1234—555-5678
5. Identify the correct use of a hyphen.
a) "A well-known brand"
b) "A well – known brand"
c) "A well—known brand"



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6. What punctuation best replaces the blank in this sentence?
"The budget—originally \$5 million—was reduced."
a) Hyphen
b) En dash
c) Em dash
7. For indicating a break in thought mid-sentence, which is most appropriate?
a) Hyphen
b) En dash
c) Em dash
8. In a business memo, which hyphen use is correct?
a) "Our up-to-date analysis shows growth."
b) "Our up-to-date analysis shows growth."
c) "Our up—to—date analysis shows growth."
9. Which punctuation is used correctly to show a relationship or connection between two words?
a) Em dash
b) En dash
c) Hyphen
10. Choose the correct punctuation for a compound number:
"The meeting lasted three _ five hours."
a) Hyphen
b) En dash
c) Em dash
11. When connecting two geographic names in a compound adjective, which is correct?
a) A New York–London flight
b) A New York–London flight
c) A New York—London flight
12. What punctuation is correct in this phrase?
"Profit-and-loss statement"
a) Hyphen
b) En dash
c) Em dash



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13. Which is the best way to indicate a sudden change or interruption in a business report?
 - a) Comma
 - b) Hyphen
 - c) Em dash
14. Choose the right punctuation for a date range in business correspondence.
 - a) May–June 2025
 - b) May–June 2025
 - c) May—June 2025
15. What is the correct punctuation to join multi-word compound modifiers?
 - a) Hyphen
 - b) En dash
 - c) Em dash
16. Which punctuation best separates an explanatory phrase within a sentence?
 - a) Hyphen
 - b) En dash
 - c) Em dash
17. In a business context, which punctuation denotes a parenthetical break strongest in tone?
 - a) Hyphen
 - b) En dash
 - c) Em dash
18. Which punctuation is used to connect two close related numbers or entities (e.g., years, pages)?
 - a) Hyphen
 - b) En dash
 - c) Em dash
19. Which is correct for a combined adjective where one element is already hyphenated?
 - a) "The post–World War II era"
 - b) "The post–World War II era"
 - c) "The post—World War II era"



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20. Which punctuation best replaces the blank for ranges in page numbers?
"See pages 45 _ 60 in the report."
a) Hyphen
b) En dash
c) Em dash
21. For linking prefixes to proper nouns or trademarks in business writing, what is typically correct?
a) Use a hyphen
b) Use an en dash
c) Use an em dash
22. Which punctuation correctly connects parts of a two-part compound adjective written before a noun?
a) Hyphen
b) En dash
c) Em dash
23. Identify the correct use of en dash in connecting two related items.
a) "The Chicago–New York flight was delayed."
b) "The Chicago–New York flight was delayed."
c) "The Chicago—New York flight was delayed."
24. What is correct for indicating a break in thought, stronger than commas but less formal than parentheses?
a) Hyphen
b) Em dash
c) En dash
25. Which punctuation should replace the blank?
"The cost is \$30 _ \$50 depending on the customizations."
a) Hyphen
b) En dash
c) Em dash
26. True or False: The hyphen is used to separate elements in ranges of numbers or dates.
a) True
b) False



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27. Which punctuation is proper in this sentence for interruption?
"We achieved our targets—despite challenges—in record time."
a) Hyphen
b) En dash
c) Em dash
28. Which is the best punctuation for linking two parts of a business name with geographical areas?
a) Hyphen
b) En dash
c) Em dash
29. Select the correct punctuation in this sentence:
"The year-end financial report is due Friday."
a) Hyphen
b) En dash
c) Em dash
30. When distinguishing between a prefix and a compound with a proper noun, which is recommended?
a) Hyphen
b) En dash
c) Em dash



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Answers – Advanced Level

1. En dash – Use an en dash to indicate a range of dates.
2. Hyphen – Use hyphens in compound modifiers before nouns.
3. Em dash – Em dashes are used to set off parenthetical information.
4. En dash – En dashes separate ranges like phone numbers.
5. Hyphen – Hyphens join words in compound adjectives.
6. Em dash – Em dashes emphasize a break or added detail.
7. Em dash – Em dashes indicate breaks or interruptions in thought.
8. Hyphen – Compound adjectives use hyphens.
9. En dash – En dashes connect related elements or pairs.
10. En dash – En dashes indicate numerical ranges.
11. En dash – En dashes join compound proper nouns or places.
12. Hyphen – Use hyphens in compound business terms.
13. Em dash – Em dashes show abrupt breaks or emphasis.
14. En dash – En dashes are standard in date ranges.
15. Hyphen – Hyphens join compound modifiers.
16. Em dash – Em dashes set off explanatory phrases.
17. Em dash – Em dashes carry the strongest parenthetical tone.
18. En dash – En dashes connect two related numbers or entities.
19. En dash – Use en dashes after prefixes attached to compound proper nouns.
20. En dash – En dashes are used for page number ranges.
21. Hyphen – Prefixes usually connect with hyphens before proper nouns.
22. Hyphen – Hyphens link parts of compound adjectives.
23. En dash – En dashes connect geographical points in compounds.
24. Em dash – Em dashes indicate breaks stronger than commas.
25. En dash – En dashes mark ranges between amounts.
26. False – Hyphens do not show ranges; en dashes do.



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- 27. Em dash – Used for setting off interruptions or emphasis.
- 28. En dash – Use en dash for linked geographical names.
- 29. Hyphen – Hyphenate compound adjectives like year-end.
- 30. En dash – En dash is preferred between prefix and compound proper noun.