



# GRAMMAR QUIZ:

## Dashes & Hyphens - Beginner Level

Think your grammar chops are good? Check them out with this quiz on em dashes, en dashes, and hyphens.

**Reminder: This is based on Chicago Manual of Style**

1. Which punctuation mark correctly completes this sentence according to CMOS?  
"Our budget—the most comprehensive in the department—is under review."  
a) hyphen (-)  
b) en dash (–)  
c) em dash (—)
2. Choose the correct punctuation to join the compound modifier in this business headline:  
"A well \_\_\_ known CEO announced the merger."  
a) hyphen (-)  
b) en dash (–)  
c) em dash (—)
3. In business writing, which punctuation is correct to indicate a range, as in "March to April"?  
a) hyphen (-)  
b) en dash (–)  
c) em dash (—)
4. Select the sentence that correctly uses the en dash:  
a) The New York–London flight was delayed.  
b) The New York - London flight was delayed.  
c) The New York—London flight was delayed.



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5. Which sentence uses the em dash correctly in a business email context?
  - a) We expect a 5%–10% increase this quarter—assuming no market disruptions.
  - b) We expect a 5%–10% increase this quarter - assuming no market disruptions.
  - c) We expect a 5%–10% increase this quarter — assuming no market disruptions.
6. Identify the correct use of the hyphen in this job title:
  - a) Chief Executive Officer
  - b) Chief-Executive Officer
  - c) Chief Executive-Officer
7. Which is the proper punctuation to express the idea "Monday through Friday"?
  - a) Monday-Friday
  - b) Monday–Friday
  - c) Monday—Friday
8. Choose the correct punctuation to complete this line:

"The profit margin was down 5 \_\_\_ 7 percent last year."

  - a) hyphen (-)
  - b) en dash (–)
  - c) em dash (—)
9. Which sentence uses the em dash to replace a colon correctly?
  - a) The quarterly report — shows a significant increase.
  - b) The quarterly report: shows a significant increase.
  - c) The quarterly report—shows a significant increase.
10. In which example is the hyphen correctly used in a compound adjective?
  - a) revenue-increasing strategy
  - b) revenue–increasing strategy
  - c) revenue—increasing strategy
11. When connecting two company names in a partnership, which dash is correct?
  - a) Smith-Jones Partnership
  - b) Smith–Jones Partnership
  - c) Smith—Jones Partnership



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12. Where should an em dash be used in this sentence?  
"Our profits — though steady — have not yet reached expectations."  
a) Replace both dashes with hyphens  
b) Keep as em dashes  
c) Replace with commas
13. In a range of years, which punctuation is best?  
a) 2019–2021  
b) 2019–2021  
c) 2019—2021
14. Choose the correctly punctuated sentence:  
a) The pre-covid business model has been adjusted.  
b) The pre-covid business model has been adjusted.  
c) The pre—covid business model has been adjusted.
15. Which is correct for indicating conflict between two entities?  
a) a price-war mentality  
b) a price—war mentality  
c) a price—war mentality
16. "Our CEO's remarks — frankly — surprised everyone." What does the em dash indicate?  
a) A range  
b) Parenthetical interruption  
c) Hyphenated compound
17. Which punctuation is appropriate for a multi-word business name like "North-South Consulting"?  
a) hyphen (-)  
b) en dash (–)  
c) em dash (—)



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18. Choose the sentence that uses a hyphen correctly in a compound number:
- a) a twenty one-year contract
  - b) a twenty-one-year contract
  - c) a twenty—one-year contract
19. Which is correct to indicate missing time or a pause in a business report?
- a) We will review the budget – if necessary.
  - b) We will review the budget – if necessary.
  - c) We will review the budget — if necessary.
20. In which situation is the en dash preferred over the hyphen?
- a) Joining words in a single compound adjective
  - b) Indicating a span between cities
  - c) Separating sentence fragments
21. Pick the properly hyphenated compound adjective for business writing:
- a) a cost-effective solution
  - b) a cost-effective solution
  - c) a cost—effective solution
22. Which is correct when writing the phrase "post merger results"?
- a) post-merger results
  - b) post-merger results
  - c) post—merger results
23. Identify the correct use of the en dash:
- 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. Which sentence correctly avoids using a hyphen?
- a) The high-growth company hired ten new employees.
  - b) The high-merger company hired ten new employees.
  - c) The high—growth company hired ten new employees.



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25. How should the punctuation be applied between two related concepts like "supply" and "demand"?
- a) supply-demand
  - b) supply–demand
  - c) supply—demand
26. Select the correct sentence for indicating a sudden break in thought in a business memo:
- a) The sales data—however incomplete—supports our forecast.
  - b) The sales data - however incomplete - supports our forecast.
  - c) The sales data – however incomplete – supports our forecast.
27. Pick the correct punctuation for this phrase: "CEO-elect"
- a) CEO-elect
  - b) CEO–elect
  - c) CEO—elect
28. For this financial range, choose the right punctuation:
- "Profit margin increased from 4 \_\_\_ 8 percent."
- a) hyphen (-)
  - b) en dash (–)
  - c) em dash (—)
29. In which sentence is the em dash misused?
- a) Our new plan — detailed in the report — will improve efficiency.
  - b) Our new plan - detailed in the report - will improve efficiency.
  - c) Our new plan—detailed in the report—will improve efficiency.
30. Which of the following uses the hyphen properly?
- a) Midyear review
  - b) Mid-year review
  - c) Mid—year review



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## Answers – Beginner Level

**1. Answer: c) em dash (—)**

*Explanation: The em dash is used here to set off a parenthetical comment that interrupts the sentence.*

**2. Answer: a) hyphen (-)**

*Explanation: Hyphens join words in compound modifiers before a noun.*

**3. Answer: b) en dash (–)**

*Explanation: The en dash indicates a range of dates, numbers, or other values.*

**4. Answer: a) The New York–London flight was delayed.**

*Explanation: The en dash connects compound words or places with equal weight.*

**5. Answer: c) We expect a 5%–10% increase this quarter — assuming no market disruptions.**

*Explanation: The em dash sets off the conditional phrase; the en dash marks the range.*

**6. Answer: a) Chief Executive Officer**

*Explanation: No hyphen is needed in titles when the words stand alone.*

**7. Answer: b) Monday–Friday**

*Explanation: The en dash is used to indicate a closed range of days.*

**8. Answer: b) en dash (–)**

*Explanation: An en dash shows a range between numbers.*

**9. Answer: c) The quarterly report—shows a significant increase.**

*Explanation: An em dash can replace a colon to introduce a conclusion or explanation.*

**10. Answer: a) revenue-increasing strategy**

*Explanation: Hyphens link words that create a single modifier before a noun.*

**11. Answer: b) Smith–Jones Partnership**

*Explanation: The en dash connects two equal parts such as company names.*



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**12. Answer: b) Keep as em dashes**

*Explanation: Em dashes set off the parenthetical phrase more strongly than commas.*

**13. Answer: b) 2019–2021**

*Explanation: En dashes denote a span of years.*

**14. Answer: a) The pre-covid business model has been adjusted.**

*Explanation: Hyphens connect prefixes to words in compound terms.*

**15. Answer: a) a price-war mentality**

*Explanation: Hyphens link words that form a single concept.*

**16. Answer: b) Parenthetical interruption**

*Explanation: Em dashes emphasize an aside or interruption.*

**17. Answer: b) en dash (–)**

*Explanation: The en dash joins compound names or geographic indicators.*

**18. Answer: b) a twenty-one-year contract**

*Explanation: Hyphens join compound numbers when used as adjectives.*

**19. Answer: c) We will review the budget — if necessary.**

*Explanation: The em dash signals a stronger pause than either hyphen or en dash.*

**20. Answer: b) Indicating a span between cities**

*Explanation: En dashes show relationships like connections or ranges.*

**21. Answer: a) a cost-effective solution**

*Explanation: Hyphens connect adjectives modifying a noun.*

**22. Answer: a) post-merger results**

*Explanation: Hyphens connect prefixes in compound adjectives.*

**23. Answer: a) The Chicago–New York flight was delayed.**

*Explanation: En dashes connect two equal geographic terms.*

**24. Answer: a) The high-growth company hired ten new employees.**

*Explanation: Hyphens join compound modifiers without spaces.*



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**25. Answer: b) supply–demand**

*Explanation: The en dash links complex pairs or concepts with equal weight.*

**26. Answer: a) The sales data—however incomplete—supports our forecast.**

*Explanation: Em dashes set off abrupt or emphatic interjections.*

**27. Answer: a) CEO–elect**

*Explanation: Hyphens join prefixes or suffixes in titles.*

**28. Answer: b) en dash (–)**

*Explanation: An en dash expresses numeric range.*

**29. Answer: b) Our new plan – detailed in the report – will improve efficiency.**

*Explanation: Hyphens should not be used as substitutes for em dashes.*

**30. Answer: b) Mid–year review**

*Explanation: Hyphens correctly join prefix “mid” to “year” in a compound modifier.*