

## Handling Hyphens Key

1. five-year [Hyphenate this compound adjective that modifies the combined idea of *business plan*.]
2. case-by-case [Hyphenate this compound adjective that modifies and precedes *basis*.]
3. up-to-date, well-known [Both *up-to-date* and *well-known* are permanently hyphenated regardless of where they appear.]
4. C [*Highly regarded* is not hyphenated because *highly* is an adverb modifying *regarded*. This expression is not a compound adjective.]
5. nonbinding [*Nonbinding* is one of many words with prefixes. Don't hyphenate prefixes.]
6. on-the-job [Hyphenate this compound adjective because it describes *training*.]
7. follow-up [Hyphenate *follow-up* because it forms a compound adjective describing *appointment*.]
8. C [Do not hyphenate *follow up* in this sentence because it does not function as a compound adjective preceding a noun.]
9. C [Do not hyphenate *commonly used* because *commonly* is an adverb describing *used*.]
10. part-time [*Part-time* is permanently hyphenated regardless of its position or use.]
11. two-week [Hyphenate *two-week* because it forms a compound adjective describing *vacation*.]
12. pretrial [Do not separate prefixes from their roots. No hyphen appears in *pretrial*.]
13. long-winded [Do hyphenate this compound adjective describing *speech*.]
14. step-by-step [Hyphenate this compound adjective that precedes and describes *instructions*.]
15. question-and-answer [Hyphenate this compound adjective because it precedes and describes *period*.]