

Letters with a Hyphen

Single letters connected to a word by a hyphen are considered to be standing alone. Use a grade 1 symbol indicator before such a letter (except *a*, *i*, and *o* because these letters cannot be confused as a word), so that the letter will not be misread as an alphabetic wordsign.

Examples:

E-books

letters a-k ::::: ::::: Did you notice that the letter “a” does not have a grade 1 symbol indicator before it? Also, if you did not use the grade 1 symbol indicator it would read letters “a-knowledge”.

DO NOT use a grade 1 symbol indicator before single letters that are in contact with a slash and other letters. Here is the reason why, alphabetic wordsigns CANNOT be used in contact with a slash, as a result, there is no confusion between single letters and wordsigns. Now that makes sense!

Examples:

p/o

Mr/s