



## Grammar Help Sheet: Division of Syllables

Whenever possible, avoid the division of words. Whenever it is necessary to break a word at the end of a line, observe the following rules and suggestions:

Words are divided only between syllables.

Wrong: Diffic-ult; prostr-ate; depa-rtment; nat-ion.

Right: Diffi-cult; pros-trate; depart-ment; na-tion.

Words of one syllable are never divided.

Wrong: Wh-ich; tho-ugh; spe-ak.

Right: Which; though; speak.

In words ending with the suffix ed, the ed is never separated from the rest of the word unless it is pronounced as a separate syllable.

Wrong: Dipp-ed; occur-ed; laugh-ed.

Right: Dipped; occurred; laughed; delight-ed; head-ed.

The hyphen is placed at the end of the line. It is never placed at the beginning of the next line.

When in doubt as to the proper division of a word, consult a dictionary.