

***Better Writing
& Punctuation***

Booklet 5

Sample Pages

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APOSTROPHES

There are 2 uses of the apostrophe

APOSTROPHES FOR OMISSION

These indicate when/where a letter or letters have been left out of a word e.g.

I **didn't** instead of I did not

It's raining instead of it is raining



Usually the apostrophe stands for 1 letter left out, but sometimes it is more than 1 e.g.

I **shan't** = I shall not

I **can't** = I can not

Rewrite the following sentences putting in the APOSTROPHES where needed

1. He hasnt seen me in ages
2. Isn't it an amazing game?
3. We werent at all surprised by the score
4. I simply couldnt believe hed done it
5. Itll be good to be home again.



Sometimes there is confusion over the following words which contain apostrophes

This is usually because they are very similar to other words in English.

THEY'RE
IT'S
WHO'S

THEY'RE is a shortened form of **THEY ARE** e.g.

They're going to miss the train if they're not careful.

Don't confuse this with **THEIR** which means belonging to them or **THERE** meaning place where or part of THERE IS or THEREARE

Their boots were filthy after their walk.

Put that parcel down there for me.

I don't think there is any point in visiting her if there are no trains running that day.



IT'S is a shortened form of IT IS- the apostrophe stands for the missing "T"

It's ages since I saw Granddad.

Don't confuse it with ITS meaning belonging to it.

The dog wagged its tail when it saw its owner.

WHO'S is a shortened form of WHO IS e.g.

Who's knocking on the door?

Don't confuse this with **WHOSE** which means belonging to whom e.g.

This is the girl whose brother won the award.



Now decide where to put APOSTROPHES FOR OMISSION in the following sentences. Put in any other punctuation necessary.

1. i shouldn't do that if I were you
2. the city was celebrating its three hundredth birthday and there were flags hung all along its streets
3. my neighbour whos sometimes a real nuisance kept me talking for hours

