

Apostrophes for shortened forms



Sometimes we run two words together to make a **shortened form** of the words.

For example: instead of saying do not we say don't
▲
 an apostrophe

An **apostrophe** is used to show where a letter has been missed out. Sometimes an **apostrophe** stands for more than one **missing letter**.

For example: You have ► You've



1. Write the **shortened form** of these words and phrases. Make sure you put the **apostrophe** in place of the missing letter or letters. The first one has been done for you.

- | | |
|-------------------------|---------------------|
| a) is not ► isn't _____ | e) does not ► _____ |
| b) I have ► _____ | f) I am ► _____ |
| c) can not ► _____ | g) I will ► _____ |
| d) we have ► _____ | h) what is ► _____ |



2. Here is some dialogue from a story. Make the dialogue sound more natural by using an **apostrophe** to write **shortened forms** of the words underlined.

'Kavita! I have been looking everywhere for you,' exclaimed Michael.

'Come on, we will have to run. We are late.'

'I am not running. I do not care if we are late,' said Kavita in disgust.

'It will be your fault if we miss the start of the concert. They have probably started already.'



We often use these shortened forms when we are talking and in informal writing. But you should **not** use shortened forms in **formal** writing.

For example, an official sign would say: **Rather than:**

Do not
walk on the
grass

Don't
walk on the
grass

Apostrophes for possession



Apostrophes are also used to show when **something belongs to someone** or something.

For example, if a bag belongs to Micha then we say it is Micha's bag.
▲
 's is added to the end of the name of the person it belongs to

It is shorter to write Micha's bag than to write a bag that belongs to Micha.



1. Rewrite each of these phrases using an **apostrophe**. The first one has been done for you.

- a) the teeth belonging to the monster ► the monster's teeth
- b) the beanstalk belonging to Jack ► _____
- c) the CDs belonging to Tarik ► _____
- d) the walls of the castle ► _____
- e) the first book of the author ► _____



If the word is a **plural** that already **ends in 's'**, then we add the apostrophe **after the 's'**.

Like this: The coats belonging to the **boys** ► the **boys'** coats

But some plurals don't end in 's', so then you add 's as before.

For example: The toys belonging to the **children** ► the **children's** toys



2. Write phrases to show which things might belong to which group of people. One has been done for you:

People
 footballers doctors children
 teachers ~~chefs~~ soldiers

Things that might belong to them
 shorts uniforms playground
~~hats~~ staff room surgery

the chefs' hats

