

# Apostrophes

An apostrophe looks like this: ’  
In writing, we use them for two reasons.

## ① When a word or words have been shortened (omission)

Sometimes, in informal writing, two words are shortened to make one.

We put an apostrophe in the place where letters have been missed out in the shortened word.

For example:

- It is → It's
- I am → I'm
- He is → He's
- They have → They've
- Have not → Haven't
- Should not → Shouldn't

*But note:*

- Will not → Won't

In each case, the apostrophe is replacing the letters that have been missed out.

*Write down the shortened versions of these words:*

1. *cannot* → \_\_\_\_\_
2. *could not* → \_\_\_\_\_
3. *would not* → \_\_\_\_\_
4. *she has* → \_\_\_\_\_
5. *I would* → \_\_\_\_\_
6. *must not* → \_\_\_\_\_

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## ② To show that something belongs to someone or something (possession)

In order to show that something belongs to someone or something, we use an apostrophe. This lets us say something in a shorter way.

For example:

- Instead of saying:  
The coat of John  
we can say:  
John's coat

We put the apostrophe after the owner and add an s. In this case, John is the owner.

However, if there is more than one owner, the apostrophe comes after the s.

For example:

- Instead of saying:  
The tank of the soldiers  
we can say:  
The soldiers' tank

The apostrophe comes after the s because there is more than one soldier.

*Tip: If you are finding it hard to remember where to place the apostrophe, ask yourself if there is one owner, or more than one.*

*Add the apostrophe in the correct place in these sentences.*

1. Michael Owens goal was fantastic.
2. The five drivers cars were all smashed.
3. The teacher took home all of her students books.
4. The cars gearbox needs to be fixed.
5. The builders tools were stolen from his shed.