

## Apostrophes

Apostrophes are used to signal possession, to signal the omission of letters in forming contractions, and in some cases to signal plural form.

### Possession:

- Singular form add an apostrophe 's'
  1. The cat's tale
  2. The boy's book
  3. John's car
  4. James's computer. Note the use of the apostrophe when the name ends in an 's'. You add an apostrophe 's'
  5. The Jones' children. When the proper name ends in an 's' and you are referring to the group or, in this case, the parents, you will add an apostrophe and an 's'
- Plural form possession add an apostrophe 's'

Indicating possession of plural forms

  1. The men's hats
  2. The women's purses
  3. The children's toys

Indicating possession of plural nouns that end in 's'

  1. The boys' bikes
  2. The dogs' bones
  3. The friends' meeting
- Compound words add an apostrophe 's'
  1. My sister-in-law's car
  2. The secretary of state's proposal
- Compound nouns add an apostrophe 's' to the last noun
  1. Jane and Mary's house *Omission*
- Contractions are words that have been created by joining two words together by omitting some of the letters and replacing with an apostrophe. The apostrophe replaces the omitted letters.
  1. Does not—doesn't
  2. Will not—won't
  3. Cannot—can't
  4. He is—he's
  5. Rock 'n' roll
  6. Class of '03

### Certain plurals

1. 9'
2. p's

Editing for apostrophes:

- Examine each plural possessive noun.
- Identify and examine each possessive form of the indefinite pronouns.
- Examine each "it's" and "its" to make sure you have the correct usage. "It's" means it is and "its" is the plural of the possessive pronoun and doesn't require an apostrophe.
- Remember that apostrophes are not used with possessive pronoun forms: yours, his, hers, its, ours, theirs.