

UNIT 10 – APOSTROPHES AND QUOTATION MARKS

Apostrophes – Possession

Add an apostrophe and an s ('s) to nouns to show possession. Add only an apostrophe (') to plural nouns that already end in s to show possession.

EXAMPLES : boy – boy's men – men's girls – girls'

On each line in the following sentences, write the possessive form of the word enclosed in the parentheses.

1. (boy) John brought the _____ bicycle.
2. (girls) The _____ places in the choir are filled.
3. (children) I enjoy refereeing _____ games.
4. (Jim) Will you send me _____ address?
5. (mother) (members) My _____ job was to collect all the _____ dues.
6. (Smiths) This is the _____ cottage; the boat is theirs, too.
7. (child) Is that _____ bicycle broken?
8. (Shakespeare) Three of _____ plays are being studied in
9. (day) A hard _____ work is anybody's tonic.
10. (students) Several _____ parents visited our class.
11. (babies) All the _____ diets are carefully checked.

Apostrophes – Contractions

Sometimes two words are combined and shortened into one word by the omission of one or more letters. The shortened form is called a contraction. An apostrophe (') is used to show where the letters have been omitted in a word or group of words.

EXAMPLE : did not – didn't it is – it's they would – they'd

Combine the following groups of words into contractions. Use each in an original sentence.

1. They have
2. Did not
3. Cannot
4. He is
5. I will
6. You are
7. Will not
8. Who is
9. Should not
10. Would not

Write contractions for the words enclosed in the parentheses.

1. (was not) He _____ elected to Congress.
2. (did not) Fred _____ expect to win.
3. (We have) _____ decided to attend vocational school.
4. (cannot) Mary _____ finish knitting the sweater in time for the party.
5. (You will) _____ be responsible for refreshments.
6. (does not) Henry _____ know it, but I bought a new car.
7. (who will) If you turn me down, _____ help me?
8. (I am) _____ learning how to sketch and paint.

Insert apostrophes wherever necessary.

1. Tom and Alice arent at the party.
2. Theyll come later with the records.
3. Cant you select one of the books Im reading?
4. Mike hasnt taken lessons on the piano.
5. They couldnt score enough points to win.
6. Im late by youre not.
7. Wouldnt you rather read the book?
8. Werent you assigned to report for the class?
9. Youve spent enough money this week!

Possessive Pronouns

Pronouns that show ownership are called possessive pronouns. The possessive pronouns are mine, yours, his, hers, its, ours, and theirs. These pronouns never use an apostrophe to show possession.

Fill in the blank with the correct possessive pronoun.

1. The house with _____ broken windows looked deserted. (it)
2. That essay of _____ is interesting. (her)
3. We have put _____ belongings in the car. (our)
4. The decision is _____. (your)
5. Each solution has _____ consequences. (it)
6. The wrecked car is _____. (mine)
7. The problem is _____. (their)
8. Waiting until noon to begin the trip was _____ idea. (his)
9. Judy's house is closer than _____. (your)
10. _____ is the better radio. (Their)

It is important to learn the difference between possessive pronouns and the contractions that sound like them.

EXAMPLES : its (possessive) it's (contraction for "it is")

Most pronouns do not use an apostrophe to show ownership.

EXAMPLES : His book is missing.

Underline the correct form in the parentheses in the following sentences.

1. (They're, Their) comments are excellent.
2. Is that class schedule (ours, our's)?
3. (Whose, Who's) idea was it?
4. The dog gently licked (its, it's) paws.
5. (Its, It's) time to give your report.
6. The juniors thought (theirs, their's) was the better party.
7. Our house looks shabby because (its, it's) paint is peeling.
8. Her friends are (ours, our's).
9. Terry and Lou said they are (theirs, their's).
10. Their cheers sound just like (ours, our's).
11. That must be (yours, your's); it isn't (ours, our's).
12. Take it-(its, it's) all (yours, your's) now.
13. We don't know (whose, who's) name will be chosen.

Quotation Marks

When you repeat what a person said directly in his own words, you are making a direct quotation. Quotation marks are placed around the quoted words. When you repeat what a person said indirectly, in your words, not in his words, you are making an indirect quotation. No quotation marks are used.

Read each of the following sentences carefully. Place quotation marks where they are needed. If none are needed, write NO QUOTES on the lines at the end of the sentences.

EXAMPLES : _____ Tony asked, "Why do we study quotation marks?"

NO QUOTES Sara replied that he hadn't read the beginning of the chapter.

_____ The title of the chapter is "Quotation Marks."

1. _____ I am worried about our next examination, said Jim.
2. _____ Why worry? asked Tommy.
3. _____ I am afraid I won't pass, replied Jim.
4. _____ Tony asked if he had studied.
5. _____ Jim said that he had not.
6. _____ If you study, you won't have to worry, said Tony.
7. _____ Jim replied, It's too much trouble.
8. _____ Tony said laughingly, You don't want help, but you do want sympathy.
9. _____ Tony continued, If you had studied but still couldn't understand your teacher would have helped you.

10. _____ Maybe I'll give it a try, Jim said.
11. _____ I'd be glad to help you if I can, Tony offered.
12. _____ Perhaps I had better review by myself first, said Jim.
13. _____ I hope you have good notes, said Tony.
14. _____ Not as complete as yours, I'm sure, observed Jim.
15. _____ Well, let me know if you need help, concluded Tony.

Place quotation marks where they are needed. If none are needed, write NO QUOTES on the line at the end of the sentence.

1. _____ Have you seen the new gal in our English class? asked Jimmy.
2. _____ I bumped into her at the office, continued Jimmy.
3. _____ Man, is she ever dressed funny! Jimmy went on.
4. _____ Jimmy described her old-fashion clothes and peculiar hairdo.
5. _____ Jimmy, you should be ashamed of yourself! Exploded Sara.
6. _____ Jimmy looked surprised by Sara's remark.
7. _____ Don't you remember the short story we just read? continued Mary.
8. _____ The point of that story was that we should never judge people by their appearance, said Sara.
9. _____ Maybe the new girl is new to our country, added Barbara, and is no used to our ways yet.
10. _____ So what, added Sara. The least we can do is to be friendly and not judge her by her clothes.
11. _____ Have you seen my gray sweater, Mother? asked George.
12. _____ I think your brother may have borrowed it, Mother replied.
13. _____ Who gave him permission to take my things? George demanded in an annoyed tone.
14. _____ After all, you did wear his green one yesterday, Mother observed.
15. _____ Yes, but I asked him first, said George.

UNIT 10 – APOSTROPHES AND QUOTATION MARKS (ANSWERS)

Apostrophes – Possession

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|------------|------------|------------------|----------|---------------------------|
| 1. Boy's | 2. Girls' | 3. Children's | 4. Jim's | 5. Mother's, members' |
| 6. Smiths' | 7. Child's | 8. Shakespeare's | 9. Day's | 10. Students' 11. Babies' |

Apostrophes – Contractions

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|-------------|------------|---------------|--------------|-------------|----------------|
| 1. They've | 2. Didn't | 3. Can't | 4. He's | 5. I'll | 6. You're |
| 7. Won't | 8. Who's | 9. Shouldn't | 10. Wouldn't | | |
| 1. Wasn't | 2. Didn't | 3. We've | 4. Can't | 5. You'll | 6. Doesn't |
| 7. Who'll | 8. I'm | | | | |
| 1. Aren't | 2. They'll | 3. Can't, I'm | 4. Hasn't | 5. Couldn't | 6. I'm, you're |
| 7. Wouldn't | 8. Weren't | 9. You're | | | |

Possessive Pronouns

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|-----------|---------|-----------|------------|-----------------|-----------------|
| 1. Its | 2. Hers | 3. Our | 4. Yours | 5. Its | 6. Mine |
| 7. Theirs | 8. His | 9. Yours | 10. Theirs | | |
| 1. Their | 2. Ours | 3. Whose | 4. Its | 5. It's | 6. Theirs |
| 7. Its | 8. Ours | 9. Theirs | 10. Ours | 11. Yours, ours | 12. It's, yours |
| 13. Whose | | | | | |

Quotation Marks

1. "I am worried about our next examination,"
 2. "Why worry?"
 3. "I am afraid I won't pass,"
 4. No quotes
 5. No quotes
 6. "If you study, you won't have to worry,"
 7. "It's too much trouble."
 8. "You don't want help, but you do want sympathy."
 9. "If you had studied but still couldn't understand, your teacher would have helped you."
 10. "Maybe I'll give it a try,"
 11. "I'd be glad to help you if I can,"
 12. "Perhaps I had better review by myself first,"
 13. "I hope you have good notes,"
 14. "Not as complete as yours, I'm sure,"
 15. "Well, let me know if you need help,"
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1. "Have you seen the new gal in our English class?"
 2. "I bumped into her at the office,"
 3. "Man, is she ever dressed funny!"
 4. No quotes
 5. "Jimmy, you should be ashamed of yourself!"
 6. No quotes
 7. "Don't you remember that short story we just read?"
 8. "The point of that story was that we should never judge people by their appearances."

9. "Maybe the new girl is new to our country," "and is not used to our ways yet."
10. "So what," "The least we can do is to be friendly and not judge her by her clothes."
11. "Have you seen my gray sweater, Mother?"
12. "I think your brother may have borrowed it,"
13. "Who gave him permission to take my things?"
14. "After all, you did wear his green one yesterday,"
15. "Yes, but I asked him first,"