

☀ FIND error-prone locations



LOOK for a punctuation mark [*it's*]
☀ or where it might go [as in *its*].

☀ **FIX** by picking one of only two choices

✓AN APOSTROPHE OR ✓NOT

#1B. It's OR Its?

A If it fits
☀ or if **it has** fits,
use the contraction **it's**.

___ a contraction.
[It is a contraction.]
It's a contraction.

___ been nice.
[It has been nice.]
It's been nice.

*I am, I'm. We are, we're.
She is, she's. He is, he's.*

*Pull out a letter(s) and
put in an apostrophe.*

A smart cat knows it's master.

OR

B If **his** or **her** fits
☀ and if the gender of
the base-word is
neutral or unknown,
use the possessive **its**.

**The city got its grant.
Her cat ate its food.
her leg, his leg, ___ leg**

☀ *His, her, and its
all have no apostrophe.*

This ball is _____.

*Mine, yours, his, hers, its,
ours, yours, and theirs
all have no apostrophe.*

A smart dog knows its master.



MORE MATCHING HOMOPHONES

who's (who is)
you're (you are)
they're (they are)

OR

whose x (possessive)
your x (possessive)
their x (whose?), *there*

#2B. Plurals

Y 1 For plurals, add an *s*.
The Smiths (an ID sign)

2 **But** if the word ends
with an *s*, add *es*.
The Joneses

EXCEPT *child, children;*
sheep, sheep.

The Smiths
1776

OR

N **WRONG**
☀ Never use an apostrophe
to make a word plural.

N ~~The Smith's~~
N ~~the error's~~
Mr. Smith's book

(An internal apostrophe
for a plural is WRONG.)

~~The Smith's~~

If you remove this apostrophe,
what do you put in its place?

EXCEPTION: For the plural of a single letter, use an apostrophe
just to avoid confusion: **A's**, not **As**. **ABCs** (no confusion).

☀ indicates a new approach

#3B. Possessive Singular

General

☀ To make a singular word possessive, add *an apostrophe* and an *s*.

a princess's gown

a princess's slipper

Bass's guide

Moses's law

Journalism

a prince's suit

But, if singular,
use just an apostrophe

1 if a word ends with an *s* **and**
the next word starts with an *s*.

a princess' slipper

2 if a proper name ends with an
s.

Bass' guide

3 if a name's end-sound is
"zes."

Moses' law

☀ *Prediction: One day, everyone will
use apostrophe-S all of the time
for the possessive singular.*

OR

B For singular
"possession,"
use the singular word
as *an adjective*,

the Bass guide

a princess bride

[With a
collective singular:
the family home

the Smith home]

#4B. Possessive Plural

A To make a plural
ending in an *s*
into a possessive,
add *an apostrophe*.

the princesses' home

the Smiths' home

the home of the Smiths
Pull out *of* and
in goes an apostrophe.

at the Smiths' [home (implied)]

at the home of the Smiths

NOT ENDING IN S
children's toys

OR

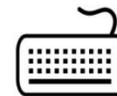
B For plural
"possession,"
use the plural word
as *an adjective*.

The Princesses Plot

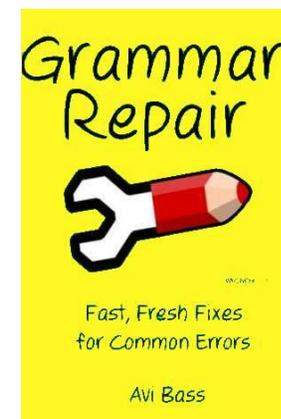
The Veterans Center

the kids zoo

the witches brew



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CORPORATE NAMES. *Macy's, Walgreens* (company decisions)

ONE THING. *Joe and Mary's kitchen* (one kitchen)

TWO THINGS. *Joe's job Mary's job Joe's and Mary's jobs*