

# UNIT 10 Apostrophes and Quotation Marks

## WRITING APPLICATION A: Using Apostrophes to Show Ownership

In business, a purchase receipt shows ownership of merchandise and a deed shows ownership of property. In writing, an apostrophe or an apostrophe and an s shows ownership by a noun. If the noun that shows ownership is singular, add 's after it. If the noun that shows ownership is plural, add ' after it.

- EXAMPLES
1. The feathers on the *dancer's* skirt flew all over the stage as she danced. (The feathers belong to one dancer. *Dancer* is singular. Add 's.)
  2. The feathers on the *dancers'* skirts flew all over the stage as they danced. (The feathers belong to more than one dancer. *Dancers* is plural. Add '.)

**Writing Assignment:** On a separate sheet of paper, write about a play you once saw. Describe the different parts people played. Use both the singular and plural possessive forms of nouns in your writing.

**Evaluation Checklist:** Reread your first draft. Use these guidelines to help you judge the content and organization of your writing.

- \_\_\_ I have used 's with possessive nouns that are singular.
- \_\_\_ I have used ' with possessive nouns that are plural.

**Revising, Proofreading, and Writing the Final Version:** Revise your draft based on your evaluation and on rules of grammar and composition. Then proofread your revised draft carefully. Write your draft in final form.

## WRITING APPLICATION B: Writing Contractions

Taking a shortcut home from school is a little like writing contractions. A shortcut reduces the walking or driving distance from one place to another. In writing, a contraction shortens the length of two words by using only some letters from each word. A contraction always has an apostrophe to show that certain letters are missing. Be careful not to confuse contractions with possessive pronouns, which never have apostrophes.

- EXAMPLES
1. *They're* unsure whether *their* final grades have been mailed. (They're means *they are*. Do not confuse it with the possessive pronoun *their*.)
  2. *Who's* going to decide *whose* method of repair is best? (*Who's* means *who is*. Do not confuse it with the possessive pronoun *whose*.)
  3. Your choice of foods shows that *you're* most interested in having a party with a Mexican theme. (*You're* means *you are*. Do not confuse it with the possessive pronoun *your*.)

**Writing Assignment:** On a separate sheet of paper, write about a party you would like to plan and give. Describe the people, costumes, decorations, and food you would like to see at this party. Use contractions in your writing.

**Evaluation Checklist:** Reread your first draft. Use these guidelines to help you judge the content and organization of your writing.

- \_\_\_ Each of my contractions has an apostrophe.
- \_\_\_ I have not confused contractions with possessive pronouns.
- \_\_\_ Each of my paragraphs includes a topic sentence and supporting sentences.

**Revising, Proofreading, and Writing the Final Version:** Revise your draft based on your evaluation and on other rules of grammar and composition. Then proofread your revised draft carefully. Write your draft in final form.

## WRITING APPLICATION C: Using Quotations

Using a tape recorder is just one method that reporters use to record the actual words of a speaker. Another way is to take accurate notes that show the speaker's exact words. However, in published news writing, as in every other type of writing, setting off quotes between quotation marks is still the only way to show the exact words of a speaker. When using quotation marks, insert a comma as a separator between the quotation and the rest of the sentence. If you are only reporting indirectly what someone else has said, you do not need to enclose the words in quotation marks.

- DIRECT The woman on the second floor glanced down at me and said, "Be careful. A truck is turning the corner."
- QUOTE
- INDIRECT The woman on the second floor glanced down at me and said to be careful because a truck was turning the corner.
- QUOTE

**Writing Assignment:** On a separate sheet of paper, write about a helpful oral warning you once received. Practice using direct and indirect quotations in your writing.

**Evaluation Checklist:** Reread your first draft. Use these guidelines to help you judge the content and organization of your writing.

- \_\_\_ I have enclosed all direct quotes in quotation marks.
- \_\_\_ I have used a comma as a separator in direct quotations.
- \_\_\_ My writing follows a logical order.

**Revising, Proofreading, and Writing the Final Version:** Revise your draft based on your evaluation. Then proofread your revised draft. Write your draft in final form.