Apostrophes: possessives, plurals and contractions
Rule #1

• Use an apostrophe with contractions.
• The apostrophe is always placed where letters have been removed.
  • Don’t
  • Isn’t
  • You’re
Rule #2

- Use the apostrophe to show possession.
- Place the apostrophe before the “s” to show singular possession.
  - The boy’s hat is on the floor.
  - A woman’s bag can be one of her most treasured possessions.
  - I kicked the dog’s bone out of spite.
Rule #3

- To show plural possession, make the noun plural first, then immediately use the apostrophe.
  - Two girls’ hats are both pink.
  - The Joneses’ house is the nicest on the block.
  - Two men’s shirts are at the cleaners.
Rule #4

- Do **not** use an apostrophe for the plural of names.
  - We visited the Joneses in Miami.
  - The Changs have two birds and one dog.
Rule #5

- Use the apostrophe and “s” after the second name, but only if two people possess the same item.
  - John and Anna’s home is made of brick.
  - John and Anna’s job contracts will be renewed at the end of the year.
Rule #6

- Never use an apostrophe with possessive pronouns.
  - That is his bottle.
  - Yours is over there.
  - Whose jacket is this?
Rule #7

- The only time an apostrophe is used for *it’s* is when it is a contraction for “it is” or “it has.”
  - It’s a nice day.
Quotation Marks
Songs, short stories, essays, poems, episodes, and chapters must have quotation marks.

Examples:
- “Billie Jean” is a song by Michael Jackson.
- “Phenomenal Woman” is a poem by Maya Angelou.
- “A Jury of Her Peers” is a short story by Susan Glaspell.
Title Exceptions

- Books, albums, epic poems (The Odyssey)
  - No quotation marks

- Branches and Trees
  - Songs are branches of albums, chapters are branches of books, etc.

- Branches have quotation marks; trees are either italicized or underlined.
  - “Billie Jean” was featured on Thriller.
  - “Billie Jean” is the song/branch. Thriller is the album/tree.
Direct Quotes/Paraphrasing

- Direct quotes are the EXACT words of someone else and must have quotation marks.
  - “Turn your wounds into wisdom,” said Oprah.
  - Tupac Shakur said, “I’m a reflection of the community.”

- Paraphrasing is summarizing; no quotations are needed.
  - “I’m happy,” said Michelle. (direct quote)
  - Michelle said that she was happy. (paraphrasing)
Block Quotes

- **APA**: a quote consisting of more than 40 words
  - No quotation marks

- **MLA**: a quote consisting of four or more lines
  - No quotation marks

Block quotes never need quotation marks. Never.
Punctuation

- **Periods = INSIDE**
  - My favorite poem is “Phenomenal Woman.”
  - My favorite poem is “Phenomenal Woman”.

- **Commas**
  - “I see where you’re coming from,” I said.
  - I said, “I see where you’re coming from.”
  - “I love you,” he said, “but I won’t let you disrespect me.”
Punctuation Continued

- **Question marks and exclamation marks**
  - Depends if they are part of the quote or title
  - She asked, “Are you going to the mall with me?”
  - Do we have to memorize “Phenomenal Woman”?

- **Colons and semicolons = OUTSIDE**
  - She’s quick to say, “I love you”; however, she’s also quick to take it back.
Questions
Let’s Connect

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