

# Apostrophes for shortened forms



Sometimes we run two words together to make a **shortened form** of the words.

**For example:** instead of saying do not we say don't  
▲  
an apostrophe

An **apostrophe** is used to show where a letter has been missed out. Sometimes an **apostrophe** stands for more than one **missing letter**.

**For example:** You have ► You've



1. Write the **shortened form** of these words and phrases. Make sure you put the **apostrophe** in place of the missing letter or letters. The first one has been done for you.

- |                         |                     |
|-------------------------|---------------------|
| a) is not ► isn't _____ | e) does not ► _____ |
| b) I have ► _____       | f) I am ► _____     |
| c) can not ► _____      | g) I will ► _____   |
| d) we have ► _____      | h) what is ► _____  |



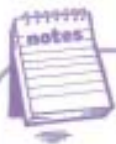
2. Here is some dialogue from a story. Make the dialogue sound more natural by using an **apostrophe** to write **shortened forms** of the words underlined.

'Kavita! I have been looking everywhere for you,' exclaimed Michael.

'Come on, we will have to run. We are late.'

'I am not running. I do not care if we are late,' said Kavita in disgust.

'It will be your fault if we miss the start of the concert. They have probably started already.'



We often use these shortened forms when we are talking and in informal writing. But you should **not** use shortened forms in **formal** writing.

**For example, an official sign would say:**

**Rather than:**

**Do not**  
walk on the  
grass

**Don't**  
walk on the  
grass