

Apostrophe Tip Sheet

Rules and uses to remember for apostrophes:

1) To make something possessive

-Add 's for the following:

- the singular form of a noun (even if it ends in s) EX – dog's , James's, business's

-the plural form of a noun that does not end in s EX – children's

-the end of a compound noun EX – brother-in-law's

-joint possession EX – Mom and Dad's money

-The apostrophe after just the second name means the money belongs to both Mom and Dad. However, if they are not together, it would be:

EX – Mom's money and Dad's money.

-Add ' for the following:

-plural nouns that end in s EX – countries' laws

REMEMBER:

Acronyms are treated the exact same way as words when making them possessive or plural.

EX – The CEOs of both companies worked together to achieve a goal.

This example uses the proper plural form of an acronym.

EX – The CEO's money was held in multiple bank accounts.

The possessive is formed with the same 's as any other word.

Common Mistakes to Avoid:

1. Do not use an apostrophe to make a noun plural

- a. Adding an apostrophe will make it possessive, not plural.
EX – Companies is the plural of company.
Company's is the possessive form.

2. Do not use an apostrophe with a personal pronoun

- a. EX – incorrect: The hat is her's.
EX – correct uses of a personal pronoun: It is her hat. The hat is hers.

3. Do not use an apostrophe when referring to a year

- a. EX – incorrect: 1960's
correct: 1960s