

- Use **quotation marks** to show the exact words of a speaker. Use a comma or another punctuation mark to separate the quotation from the rest of the sentence. A quotation may be placed at the beginning or at the end of a sentence. Begin the quote with a capital letter. Be sure to include all the speaker's words within the quotation marks.

EXAMPLES: "Let's go to the movie," said Sharon.
"What time," asked Mark, "does the movie begin?"

A. Add quotation marks and other punctuation where needed in the sentences below.

- Mary, do you think this is Christine's pen asked Heather.
- Heather said I don't know. It looks like the kind she uses.
- Well, I think it's out of ink, Mary replied.
- Have you seen Barbara's car? asked Sandy.
- No said Beth. I haven't gotten over to her apartment this week.
- Sandy said It sure is pretty. I can't wait to ride in it.
- I can't believe how late it is exclaimed Alan.
- Paul asked Where are you going on vacation this summer?
- My brother and I are visiting our parents in Nova Scotia said Peter.
- Tell me, Allison said how many cats do you have?
- Allison said The last time we counted, there were four.
- Will you be taking the bus home asked Atila or do you need a ride?

- Use an **apostrophe** in a contraction to show where a letter or letters have been taken out.

EXAMPLE: **Let's** go to the store. I **can't** go until tomorrow.

- Use an apostrophe to form a possessive noun. Add **'s** to most singular nouns. Add **'** to most plural nouns. Add **'s** to a few nouns that have irregular plurals.

EXAMPLES: **Maria's** sons are musicians. The **sons'** voices are magnificent. They sing in a **children's** choir.

B. Write the words in which an apostrophe has been left out. Insert apostrophes where they are needed.

- Im sorry I cant make it to the concert. _____
- I cant go until llsas project is completed. _____
- Ill need two nights notice. _____
- Ive heard that the bandleaders favourite piece will be played last. _____
- Isnt it one of Cole Porters songs? _____